

# CHELFORD PARISH COUNCIL

## AGENDA

### ANNUAL PARISH COUNCIL MEETING

THURSDAY, 12<sup>TH</sup> MAY, 2016, 7:30 p.m.

CHELFORD PARISH HALL, KNUTSFORD ROAD, CHELFORD.

To Members of Chelford Parish Council,

You are hereby summoned to attend the Parish Council Meeting, as shown above, to consider and determine the following business:

**1. ELECTION OF CHAIRMAN**

- i) To elect a Chairman for the 2016/17 civic year.
- ii) To receive the newly elected Chairman's Declaration of Acceptance of Office.

**2. APOLOGIES FOR ABSENCE -**

**3. DECLARATIONS OF INTEREST -**

**4. ELECTION OF VICE-CHAIRMAN -**

**5. MINUTES -**

- i) To approve the Minutes of the Parish Council Meeting held 10<sup>th</sup> March, 2016 as a correct record and authorise signing by the Chairman.
- ii) To approve the Minutes of the Extraordinary Parish Council Meeting held 14<sup>th</sup> April, 2016 as a correct record and authorise signing by the Chairman.

**6. PUBLIC FORUM FOR QUESTIONS (15 Mins) -**

**7. REPORTS FROM EXTERNAL ORGANISATIONS -**

- i) Knutsford Rural Policing Team - matters of interest /concern within the Parish.
- ii) Cheshire East Ward Member Councillor G. Walton.

**8. COMMITTEES 2016/17 -**

- i) To consider the appointment of any Standing Committees deemed necessary.

**9. CALENDAR OF MEETINGS 2016/17 -**

- i) To determine the dates of ordinary Parish Council Meetings 2016/17 and Annual Parish Meeting 2017.

**10. FINANCE -**

- i) **To receive and consider the Financial Statement 2016/17 as at 12<sup>th</sup> May, 2016 - Appendix A.**

**ii) To consider requests made for grants/donations for community projects:**

- a) To receive a request for a grant towards the War Memorial Restoration Project at St. John's Church, Chelford.
- b) To receive a request for a donation towards the provision of an event to commemorate the Queen's 90<sup>th</sup> Birthday.

**iii) To authorise the following payments:**

- |                      |   |  |
|----------------------|---|--|
| a) Direct Debit      | E-ON  | £19.15 Electricity charges: 01/01/16 - 31/03/16. |
| b) Cheque No. 001103 | E. M. Maddock   | £1,226.45 Salary 01/04/16 - 31/05/16 & Expenses. |
| c) Cheque No. 001104 | H.M. Revenue & Customs  | £120.80 Employee Income Tax.                     |
| d) Cheque No. 001105 | Cheshire Association of Local Councils  | £353.85 Affiliation Fee 2016/17.                 |
| e) Cheque No. 001106 | Cheshire Community Action   | £20.00 Subscription Fee 2016/17.                 |
| f) Cheque No. 001107 | Cheshire County Playing Fields Association  | £20.00 Subscription Fee 2016/17.                 |
| g) Cheque No. 001108 | Norris Bilsborough Ltd.   | £9.00 3 Notice Board Keys - Dixon Drive.         |
| h) Cheque No. 001109 | Playsafety Limited  | £159.60 Annual RoSPA Inspection (Village Field). |
| i) Cheque No. 001110 | ThenMedia Limited   | £215.28 Website (01/04/16 - 30/09/16).           |
| j) Cheque No. 001111 | Cheshire East Council   | £50.00 Newsletter printing                       |
| k)                   | Any payments arising from Item 10(ii) above will be included within the schedule for authorisation. |  |

**iv) To note the following receipts since 01/01/16:**

- |   |   |
|---|---|
| a) NatWest Bank plc. - Bank Interest (Business Reserve Account) | £0.78* January, 2016.                     |
| b) NatWest Bank plc. - Bank Interest (Business Reserve Account) | £0.84* February, 2016.                    |
| c) NatWest Bank plc. - Bank Interest (Business Reserve Account) | £0.84* March, 2016.                       |
| d) Cheshire East Borough Council                                | £8,743.00 Precept 2016/17 (50%)           |
| e) Cheshire East Borough Council                                | £194.00 Council Tax Support Grant 2016/17 |

\*Received 2015/16, shown in balance brought forward 01/04/16.

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- v) **VAT Reclaim 2015/16** - To note that a VAT reclaim has been submitted to HMRC in the sum of £849.50.
- vi) **Internal Audit 2015/16** - To consider the Internal Audit Report (Page 5 of Annual Return 2015/16) and determine any actions required in relation thereto. (Appendix B)
- vii) **Final Accounts and External Audit Arrangements 2015/16** -
  - a) To consider and approve the signing of the Annual Governance Statement 2015/16 (Section 1 of the Annual Return) for submission to the External Auditors. (Appendix C)
  - b) To approve and adopt the 2015/16 Final Accounts and Supporting Notes. (Appendix D)
  - c) To approve the signing of the Accounting Statements 2015/16 (Section 2 of the Annual Return) for submission to the External Auditors. (Appendix E)

### 11. CORRESPONDENCE -

- i) **To consider specific correspondence received by the Parish Council since the date of the last ordinary meeting and to determine such action as Members consider appropriate in relation thereto:**
  - a) Hanson UK - Cancellation of Mere Farm Quarry Liaison Group meeting - 12<sup>th</sup> April, 2016.
  - b) Manchester Airport - Civil Aviation Authority Consultation - Proposals for a revised airspace change process.
  - c) Cheshire East Council - Draft Cheshire East Borough Design Guide Supplementary Planning Document (SPD) Consultation. (Closing date: 27<sup>th</sup> May, 2016)
  - d) Sibelco - Dingle Bank Quarry Liaison Meeting - Tuesday 17<sup>th</sup> May 2016 (5:30p.m.).
- ii) **To note other correspondence received since the date of the last ordinary meeting** - Appendix F.

### 12. PLANNING & LICENSING APPLICATIONS -

- i) **Applications for consideration:** None.
  - a) Any applications received prior to meeting will be included.
- ii) **Planning Application 10/3448M** - Chelford Agricultural Centre - Update on current position. (Cllr. D. Wilson to report)
- iii) **Planning Application 15/5807M** - Shell Chelford - Update on current position. (Cllr. D. Wilson to report)
- iv) **Planning Application 16/1353M** - Former Mere Farm Quarry - Update on current position. (Cllr. D. Wilson to report)

### 13. HIGHWAY MAINTENANCE & ENHANCEMENTS -

- i) **Outstanding highway matters from/since previous meeting:**
  - a) Dilapidated fencing, Holmes Chapel Road, from The Post Office towards Chelford Bridge.
  - b) Speed monitoring along A535 Holmes Chapel Road in vicinity of St. John's Church.
  - c) Broken verge retaining flags along Holmes Chapel Road near to St. John's Church.
  - d) Damaged sign along Alderley Road (opposite Alan F. Holmes Picture Framing).
  - e) Damaged lighting column near to Chelford Roundabout junction with Chelford Road.
  - f) Footway 'siding out' between Chelford Roundabout and St. John's Church, Holmes Chapel Road.
  - g) Damaged sign at junction of Peover Lane with Chelford Roundabout.
- ii) **To receive highway matters for attention from Members.**

### 14. ASSETS -

- i) Village Field -
  - a) To receive the RoSPA Inspection Report dated April, 2016 and determine actions necessary to address issues raised. (Clerk to report)
  - b) To receive an update on Village Field bookings. (Clerk to report)
  - c) To receive an update regarding the Parish Council position in respect to Tennis Coaching at the MUGA. (Clerk to report)
  - d) To consider future management responsibility, usage, fees and charges of Village Field & facilities. (Clerk to report)
- ii) To receive an update regarding the future use of the Welsh Memorial Cup. (Cllr. K. Chaudhuri to report)
- iii) Parish Council Website - To consider the Parish Council position in relation to the content and management of the website. (Clerk to report)
- iv) Parish Council Noticeboards - To receive an update regarding the provision of additional keys for the notice board at Dixon Drive. (Cllr. D. Wilson to report)

### 15. VILLAGE MAINTENANCE/IMPROVEMENTS -

- i) To receive an update regarding improvement works at Mere Court Recreation Area. (Cllr. D. Wilson to report)
- ii) To receive the estimate for grass cutting, as arranged by Councillor J. Leach, for the 2016 growing season. (Clerk to report)
- iii) To receive estimates and specifications for village planting. (Cllr. D. Wilson to report)

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### 16. COMMUNITY FACILITY PROVIDERS -

- i) Astle Court Community Centre - To receive an update regarding the future management. (Clerk to report)
- ii) Parish Plan Team -
  - a) To receive an update on the current position of the Parish Plan Team. (Cllr. D. Wilson to report)
  - b) Outdoor Table Tennis Project - To receive an update regarding the proposed timing of concluding actions including transfer of guarantee documentation and formal notification of ownership transfer. (Cllr. J. Leach to report)
- iii) Parish Broadband - To receive an update on broadband infrastructure investment in Chelford. (Cllr. D. Wilson to report)
- iv) Parish Defibrillator - To receive information regarding a request for defibrillator equipment at Chelford Parish Hall.  
(Cllr. D. Wilson to report)

### 17. NEIGHBOURHOOD PLAN -

- i) To consider necessary action required to proceed with the production of the Neighbourhood Plan. (Cllr. D. Wilson to report)

### 18. HER MAJESTY THE QUEEN - 90<sup>TH</sup> BIRTHDAY CELEBRATIONS -

- i) To receive an update regarding the event being arranged to celebrate the Queen's 90<sup>th</sup> Birthday.

### 19. MATTERS FOR INCLUSION ON NEXT/FUTURE MEETING AGENDA -

- i) Parish Council Assets Register & Register of Deeds & Other Documents in respect of Parish Council owned/held assets.
- ii) Bus Shelter - Knutsford Road.
- iii) Draft grant awarding policy.
- iv) Draft planning application policy.
- v) Review of the Guidelines and Policy on The Obstruction of the Highway by Hedges, Trees and Other Vegetation.

### 20. DATE OF NEXT MEETING - To be confirmed at Item 9 above.

- i) Annual Parish Meeting - Tuesday, 17<sup>th</sup> May, 2016 at 7:30p.m. at Chelford Parish Hall.

**To consider passing a resolution under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (Section 100(a) of the Local Government Act 1972) to exclude the public and press from the meeting for the following item of business on the grounds that it could involve the likely disclosure of exempt information.**

### 21. MATTERS FOR CONSIDERATION INCLUDING THOSE TRANSFERRED FROM ABOVE ITEMS - (as required)

**E.M.Maddock**

Dr. E. M. Maddock CiLCA (Dist.),  
Clerk and Responsible Financial Officer.

Dated 8<sup>th</sup> May, 2016.

# CHELFORD PARISH COUNCIL

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### APPENDIX A

Financial Statement for 2016/17 as at 12 May 2016					
Actual 2015/16 £.	Details	2016/17 Budget £.	Actual to Apr. 2016 £.	Agenda May 2016 £.	Budget Balance £.
	<b>Receipts</b>				
13,500.00	Precept	17,486.00	0.00	8,743.00	8,743.00
0.00	Balances	0.00	0.00		0.00
9.88	Investment Interest	0.00	0.00		0.00
0.00	Sale of Assets	0.00	0.00		0.00
3,862.00	Grants, Donations & Refunds	194.00	0.00	194.00	0.00
60.00	Contra Income	0.00	0.00		0.00
681.96	V.A.T. Refund (15/16)		0.00		64.89
<b>18,113.84</b>	<b>Total Receipts</b>	<b>17,680.00</b>	<b>0.00</b>	<b>8,937.00</b>	<b>8,807.89</b>
	<b>Payments</b>				
4,615.46	Salary (Clerk)	4,560.00	0.00	1,256.97	3,303.03
0.00	National Insurance (Employer)	0.00	0.00		0.00
911.67	Allowances (Clerk)	650.00	0.00	90.28	559.72
139.50	Chairman/Member Allowances	0.00	0.00		0.00
38.69	Administration	210.00	0.00		210.00
100.00	Audit Fees (Internal & External)	350.00	0.00		350.00
1,328.89	Insurance	1,500.00	0.00		1,500.00
280.64	Sect. 137 Donations	690.00	0.00		690.00
1,480.00	Grants - Churchyard Maintenance	1,380.00	0.00		1,380.00
50.00	Parish Council Newsletter	100.00	0.00	50.00	50.00
0.00	Christmas Trees & Lighting	300.00	0.00		300.00
117.08	Street Lighting (Electric & Repairs)	225.00	0.00	18.24	206.76
358.80	Website	450.00	0.00	179.40	270.60
563.50	Village Planters	600.00	0.00		600.00
1,266.25	Village Field Maintenance	1,700.00	0.00		1,700.00
200.00	Hedge Cutting	300.00	0.00		300.00
130.00	Playground & Playing Field Inspections	300.00	0.00	133.00	167.00
297.00	Tennis Coaching	650.00	0.00		650.00
150.00	SIDS	400.00	0.00		400.00
0.00	Professional Services	300.00	0.00		300.00
0.00	Advertising	75.00	0.00		75.00
35.00	Data Protection Registration	35.00	0.00		35.00
379.52	Subscriptions/Affiliation Fees	470.00	0.00	393.85	76.15
97.50	Room Hire	340.00	0.00		340.00
25.00	Training	120.00	0.00		120.00
1,373.00	Asset Purchase / Maintenance	1,225.00	0.00	7.50	1,217.50
0.00	Contingency	750.00	0.00		750.00
60.00	Contra Expenses	0.00	0.00		0.00
849.50	V.A.T.		0.00	64.89	
<b>14,847.00</b>	<b>Total Payments</b>	<b>17,680.00</b>	<b>0.00</b>	<b>2,194.13</b>	<b>15,550.76</b>
	<b>Cash/Bank Reconciliation</b>	<b>01/04/16</b>	<b>01/04/16</b>	<b>12/05/16</b>	<b>31/03/17</b>
	Balance B/Fwd.	29,591.30	29,591.30	29,591.30	36,334.17
	Add Total Receipts	17,680.00	0.00	8,937.00	8,807.89
	Less Total Payments	-17,680.00	0.00	-2,194.13	-15,550.76
	<b>Balance C/Fwd.</b>	<b>29,591.30</b>	<b>29,591.30</b>	<b>36,334.17</b>	<b>29,591.30</b>
	<b>Cumulative Balances</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>
		<b>01/04/16</b>	<b>01/04/16</b>	<b>12/05/16</b>	<b>31/03/17</b>
	General Funds	27,068.94	27,068.94	33,811.81	27,068.94
	Earmarked Reserves	2,522.36	2,522.36	2,522.36	2,522.36
		<b>29,591.30</b>	<b>29,591.30</b>	<b>36,334.17</b>	<b>29,591.30</b>

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### CASH/BANK RECONCILIATION AS AT - 12 May 2016

#### CASH

Balance Brought Forward 01/04/16	29,591.30
Plus Receipts	8,937.00
	<hr/>
	38,528.30
Less Payments	2,194.13
	<hr/>
Balance Carried Forward 12/05/16	<u><u>36,334.17</u></u>

#### BANK (Natwest)

<b>Business Reserve Account -</b>	19,685.03	22/04/16
Add income/transfer received since above statement	<hr/>	
	0.00	
Less unrepresented cheques	<hr/>	
	0.00	
	<hr/>	
	19,685.03	12/05/16
<b>Current Account -</b>	18,884.12	22/04/16
Add income received since above Statement	<hr/>	
	0.00	
	<hr/>	
	0.00	
Less unrepresented cheques/ Transfer		
Approved	60.00	
For approval	2,194.13	
Less payment already made	<hr/>	
	-19.15	
	<hr/>	
	-2,234.98	
	<hr/>	
	16,649.14	12/05/16
<b>Total Bank Balances 12/05/16</b>	<u><u>36,334.17</u></u>	

# CHELFORD PARISH COUNCIL

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### APPENDIX B

#### Annual internal audit report 2015/16 to

Enter name of  
smaller authority here:

CHELFORD PARISH COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit Douglas Peter Cowling

Signature of person who carried out the internal audit

[Signature]

Date 08/05/16

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

# CHELFORD PARISH COUNCIL

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### APPENDIX C

## Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of  
smaller authority here:

CHELFORD PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including 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 2016, that:

	Agreed		'Yes' means that this smaller 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.			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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 smaller authority to conduct its business or on its finances.			has only done what it has the legal power to do and has complied with proper practices in doing so.
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.			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			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.
7. We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.
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 smaller authority and, where appropriate have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
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	NA
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

# CHELFORD PARISH COUNCIL

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### APPENDIX D

#### Chelford Parish Council

#### Summary Receipts & Payments Account for the year ended 31st March, 2016

2014/15		<u>Receipts</u>	2015/16
£.			£.
10,800.00	Precept		13,500.00
9.83	Investment Interest		9.88
0.00	Compensation - NatWest Bank plc		25.00
0.00	Sale of assets		0.00
1,004.74	Grants, Donations & Refunds		3,837.00
0.00	Operation Shield (c)		60.00
3,370.50	V.A.T. Refund (2014/15)		681.96
<u>15,185.07</u>		Total Receipts	<u>18,113.84</u>
		<u>Payments</u>	
2,654.28	Salary (Clerk)		4,615.46
0.00	National Insurance (Employer)		0.00
0.00	Allowances (Clerk)		911.67
0.00	Member Allowances		139.50
12.72	Administration		38.69
230.00	Audit Fees (internal & external)		100.00
1,236.14	Insurance		1,328.89
527.70	Donations - Sect. 137		280.64
1,380.00	Grants		1,480.00
0.00	Parish Council Newsletter		50.00
0.00	Christmas Trees & Lighting		0.00
133.90	Street Lighting (Electric & Repairs)		117.08
358.80	Website		358.80
853.33	Village Planters		563.50
1,233.80	Village Field Maintenance		1,266.25
0.00	Hedge Cutting		200.00
0.00	Playground / Sports Equipment		0.00
0.00	Playground Maintenance		0.00
283.00	Playground Inspections		130.00
337.15	Tennis Coaching		297.00
0.00	SIDS		150.00
0.00	Professional Services		0.00
90.00	Bank Safe Custody Charges		0.00
0.00	Advertising		0.00
0.00	Data Protection Registration		35.00
422.30	Subscriptions / Affiliation Fees		379.52
122.50	Room Hire		97.50
0.00	Training		25.00
0.00	Assets		1,373.00
0.00	Operation Shield (c)		60.00
0.00	Contingency		0.00
665.89	V.A.T.		849.50
<u>10,541.51</u>		Total Payments	<u>14,847.00</u>



# CHELFORD PARISH COUNCIL

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### Chelford Parish Council

#### Summary Receipts & Payments Account for the year ended 31st March, 2016

21,680.90	Balance B/Fwd. 01/04/15	26,324.46
15,185.07	Add Total Receipts	18,113.84
-10,541.51	Less Total Payments	-14,847.00
<u>26,324.46</u>	Balance C/Fwd. 31/03/16	<u>29,591.30</u>

#### Analysis of Cumulative Funds

19,675.15	NatWest Business Reserve Account	19,685.03
6,649.31	NatWest Bank Current Account	9,906.27
<u>26,324.46</u>	Total	<u>29,591.30</u>

#### Above Funds held for the following purposes:-

6,649.31	General Funds	27,068.94
19,675.15	Earmarked Reserves - Various	2,522.36
0.00	Capital Reserves	0.00
<u>26,324.46</u>		<u>29,591.30</u>

The above Statement represents fairly the financial position of the Chelford Parish Council as at 31st March, 2016 and reflects its receipts and payments during the year.

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### Chelford Parish Council Supporting Notes 2015/16

#### Assets

During the year the following assets were purchased at the cost shown:-  
Notice Board £429.00

During the year the following assets were disposed of for the amount shown:-

Street Lighting Fittings (3) £0.00

At the 31st March, 2016 the following assets were held:-

MUGA (February, 2013 Improvements) £6,492.00

MUGA (March, 2013 Improvements) £5,880.00

SIDS (2) £4,330.18

Notice Boards £607.20

Goal Posts £200.00

£17,509.38

#### Leases

At the year end the following leases were in operation:- None

#### Borrowings

As at close of business on 31st March, 2016 the following loans to the Council were outstanding:- None

#### Debts

At the year end debts of £849.50 (VAT reclaim) were outstanding and due to the Council.

#### Capital Reserves

None

#### Earmarked Reserves

Mere Court Improvements £2,200.00

Tennis Coaching £203.00

Station maintenance £119.36

£2,522.36

#### Tenancies

During the year the following tenancies were held:- None

#### Section 137 Payments

The limit for spending under Sect. 137 of the Local Government Act 1972 for the Council in the year of account was £7,102.40 and payments made were:-

<u>Payee</u>	<u>Nature of Payment</u>	<u>Amount</u>
Royal British Legion - Poppy Appeal	Donation	£50.00
East Cheshire Hospice	Donation	£50.00
Cheshire Community Action	Community Pride Competition Entry Fee	£50.00
P. Hammond & T. Icke	Materials for Station Volunteers	£130.64
		<u>£280.64</u>

#### Agency Work

During the year the Council undertook the following agency work on behalf of other local authorities:- None

#### Advertising and Publicity

The following costs for advertising and publicity were incurred during the year:- None

#### Contingent Liabilities

None

#### Pensions

For the year of account the Council made no contribution to staff pensions.

# CHELFORD PARISH COUNCIL

## AGENDA

APPENDIX E

### Section 2 – Accounting statements 2015/16 for

Enter name of  
smaller authority here:

**CHELFORD PARISH COUNCIL**

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	<b>21,680</b>	<b>26,324</b>	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.
2. (+) Precept or Rates and Levies	<b>10,800</b>	<b>13,500</b>	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	<b>4,385</b>	<b>4,614</b>	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	<b>2,654</b>	<b>5,527</b>	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	<b>0</b>	<b>0</b>	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	<b>7,887</b>	<b>9,320</b>	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	<b>26,324</b>	<b>29,591</b>	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	<b>26,324</b>	<b>29,591</b>	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	<b>17,080</b>	<b>17,509</b>	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	<b>0</b>	<b>0</b>	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these accounting statements were approved by this smaller authority on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

# CHELFORD PARISH COUNCIL

## AGENDA

### APPENDIX F

<b>Received</b>	<b>Cheshire Association of Local Councils (ChALC) -</b>
-	ChALC Weekly Bulletin - 10, 17, 23, 31 March 2016, 7, 14, 21, 28 April 2016, 5 May 2016.
07/03/16	Reminder - Parish & Town Councillor Meeting with Police & Crime Commissioner - 14/03/16.
14/03/16	Key issues survey.
23/03/16	Macclesfield Area Meeting - 6 <sup>th</sup> April, 2016.
11/04/16	Minutes from Macclesfield Area Meeting held 6 <sup>th</sup> April, 2016.
26/04/16	Transparency Code Funding reopen.
	<b>Cheshire East Council -</b>
-	Traffic Management LAP Reports - 10, 17, 29, 31 March 2016, 7, 14, 21, 28 April 2016, 5 May 2016.
-	Partnerships Newsletter - March/April 2016.
21/03/16	Notice of Police & Crime Commissioner Election - 5 <sup>th</sup> May 2016.
07/04/16	Grants to support community events to commemorate The Queen's 90 <sup>th</sup> Birthday.
13/04/16	Draft Cheshire East Design Guide Public Consultation - 6 <sup>th</sup> April, 2016 - 17 <sup>th</sup> May, 2016.
14/04/16	Police & Crime Commissioner Election - Statement of Persons Nominated.
14/04/16	Call for articles for May/June 2016 PACE Newsletter.
20/04/16	De-designation of Children's Centre in Knutsford.
25/04/16	Notice of Polling Stations.
25/04/16	Notice of Poll.
28/04/16	Funding Alerts.
28/04/16	Draft Cheshire East Design Guide Briefing Meeting presentation.
06/05/16	Town & Parish Council Conference - Request for Agenda Items.
	<b>Cheshire Emergency Services -</b>
-	Cheshire Police Alerts - 05/03/16 - Rural Crime - Night of Action; 08/03/16 - Phishing Alert; 14/03/16 - Child Sexual Exploitation Awareness Day 18/03/16; 21/03/16 - Sports Event & Festival Ticket Scams.
-	Cheshire Fire & Rescue Service - 18/03/16 - Firelink Newsletter.
24/03/16	Police & Crime Commissioner & Chief Constable's Update - March 2016.
	<b>Community &amp; Voluntary Services Cheshire East -</b>
-	E-bulletin - 11, 24 March 2016, 11, 22 April 2016.
-	Training News - January 2016, March 2016, April, 2016.
17/03/16	Trustee Roles & Responsibilities Training.
21/03/16	CVS Cheshire East's Volunteer's Gala Night 2016 - 9 <sup>th</sup> June 2016.
31/03/16	New Leaf Project seeks Board Members.
11/04/16	Volunteering Opportunities.
	<b>Rural Services Network -</b>
-	Weekly News Digest - 8, 14, 21 March 2016, 4, 11, 25 April 2016, 3 May 2016.
-	Rural Opportunities Bulletin - April 2016, May 2016.
-	Hinterland Newsletter - 11, 18, 24 March 2016, 1, 8, 15, 22, 29 April 2016, 6 May 2016.
-	Rural Vulnerability Service - Fuel Poverty (March 2016); Rural Transport (March 2016); Rural Broadband (April 2016); Fuel Poverty (April 2016).
-	RSN Spotlight - Rural Economy (March 2016); Heart of the Village (March 2016); Rural Housing (April 2016).
	<b>Other Correspondence -</b>
-	Healthwatch Cheshire East - e-bulletin - April 2016, May 2016
-	Public Sector Executive - Newsletter 7, 10, 14, 17, 21, 31 March 2016, 4, 7, 11, 14, 21, 25 April 2016, 3, 5 May 2016. 09/03/16 - Spring deals on BTEC Qualifications; 22/03/16 - Content Management System Selection Toolkit; 13/04/16 - Resourcing the Future 2016 Conference; 04/05/16 - Part funding for Digital Leadership Course.
-	HMRC - 07/03/16 - Scottish rate income tax implementation; 08/03/16 - Year end payroll tasks; 18/03/16 - End of year tasks help sessions; 23/03/16 - National Living Wage becomes law on 1 <sup>st</sup> April 2016; 18/04/16 - 2016/17 HMRC Information webinars; 09/04/16 - HSE & HMRC webinar; 12/04/16 - Statutory Payments advice; 13/04/16 - Employer Bulletin 59; 15/04/16 - Payroll advice webinars; 18/04/16 - National Living Wage update; 26/04/16 - Finalising 2015/16 HMRC tasks; 05/05/16 - National Living Wage Guidance.
-	Manchester Airport - 23/03/16 - Civil Aviation Authority Consultation - Proposals for a revised airspace change process; 04/04/16 - Airport Run & Family Fun Day - 8th May 2016; 19/04/16 - Feedback from Civil Aviation Authority Consultation Meetings; 05/05/16 - Newsletter; 06/05/16 - Tickets for performance at Oldham Coliseum.

# CHELFORD PARISH COUNCIL

## AGENDA

-	CPRE - Cheshire Viewpoint - Spring 2016; Countryside Voice - Spring 2016; 15/04/16 - Campaign to stop unnecessary greenfield development; 26/04/16 - Bluebell walk and Rogation service - 1st May 2016; 27/04/16 - Talk on Cheshire Gentry and how they shaped the Landscape (with brief AGM) - 19/05/16.
-	So Cheshire - Newsletter - March 2016, April 2016, May 2016. 23/03/16 - Easter Adventures across Cheshire.
-	E-ON - Monthly Market Report - March 2016, April 2016. 29/04/16 - Energy Talk newsletter.
10/03/16	Historic Towns Forum - Events Update.
14/03/16	Cheshire Community Action - Cheshire Constabulary Community Safety Award.
-	Unlock Democracy - 14/03/16 - Impact of Trade Union Bill on political party funding; 18/03/16 - Membership invitation; 04/05/16 - Petition re voting system.
23/03/16	Breast Cancer Care - Derbyshire Pink Ribbon Walk - 4 <sup>th</sup> June 2016.
23/03/16	Lower Withington Parish Council - Bluedot Festival at Jodrell Bank - July 2016.
13/04/16	AON - Parish Council Insurance.
20/04/16	Knutsford Community First Responder Trust (KCFRT) - External AED Initiative.
04/05/16	SP Energy Networks - 2016 Customer Update for Mid Cheshire District.
05/05/16	Information Commissioner's Office - News Update.
	<b>Advertisements -</b>
-	Broxap Litter Bins & Recycling Units - 22/03/16 - Derby E Range Litter Bins; 23/03/16 - Heavy duty seats and benches; 05/04/16 - Large capacity Recycling Units; 06/04/16 - Heavy Duty Tree Grilles; 12/04/16 - Dog waste bins; 13/04/16 - Duracast polyurethane bollards; 26/04/16 - Outdoor recycling bins; 03/05/16 - Bin management systems; 04/05/16 - Post & Rail systems.
-	10/03/16 - Fenland Leisure Products; 22/03/16 - Kompan Play Equipment; 26/04/16 - Realise Futures - Play Galleon launch offer; 03/05/16 - Online Playgrounds Ltd - Replacement parts.