

CHELFORD PARISH COUNCIL

AGENDA

PARISH COUNCIL MEETING

DATE: THURSDAY 13TH DECEMBER, 2018

TIME: 7:30 p.m.

VENUE: 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. APOLOGIES FOR ABSENCE -

2. DECLARATIONS OF INTEREST -

- i) To receive Declarations of Interest on any items on the agenda.

3. MINUTES -

- i) To approve the Minutes of the Parish Council meeting held 8th November, 2018 as a correct record and authorise signing by the Chairman.

4. PUBLIC FORUM FOR QUESTIONS -

5. REPORTS FROM EXTERNAL ORGANISATIONS -

- i) Gawsworth and Chelford Wards Policing Team - Report on matters of interest / concern within the Parish.
- ii) Cheshire East Ward Member Cllr. G. Walton - Report on items of interest to the Parish Council.

6. FINANCE -

- i) To receive and consider the Financial Statement 2018/19 as at 13th December, 2018. (Appendix A)
- ii) To authorise the following payments -
 - a) Cheque No. 001262 E. M. Maddock £1,266.45 Salary December 2018, Backpay & Expenses.
 - b) Cheque No. 001263 H.M. Revenue & Customs £382.81 Income Tax & NI contributions.
 - c) Cheque No. 001264 Greenfingers Landscape Ltd. £200.00 Ground Maintenance Contract (November 2018).
 - d) Cheque No. 001265 Greenfingers Landscape Ltd. £200.00 Ground Maintenance Contract (September 2018) - Reissue of cheque.
 - e) Cheque No. 001266 Northwich Town Council £342.00 Winter Floral Displays.
- iii) To note the following receipts since the last meeting -
 - a) Cheshire K9 Training £100.00 Donation in recognition of use of Chelford Activity Park.
- iv) Internal Auditor 2018/19 - To appoint an Internal Auditor for the 2018/19 financial year.
- v) Budget 2019/20. (Appendix B)
 - a) To consider and determine a revised budget in respect of 2018/19.
 - b) To consider and determine a budget in respect of 2019/20.
 - c) To consider precept requirements for 2019/20.

7. CORRESPONDENCE -

- i) To consider the specific correspondence received by the Parish Council since the date of the last ordinary meeting and to determine such action as Members consider appropriate thereto -
 - a) Cheshire East Council - Confirmation of street names approved for the Galloway Grange development.
 - b) Cheshire East Council - Waste Collection Reorganisation Consultation. (Closes: 07/01/19)
 - c) Cheshire East Council - Review of Manchester Airport s106 Agreement.
 - d) Jones Homes (NorthWest) Limited - Clarification of site CDF1 in Cheshire East Council Site Allocations & Development Policies Document.
 - e) Weaver Vale Housing Trust - Affordable property availability in Chelford.
 - f) Resident - Response from Cheshire East Highways regarding highway safety in Chelford Parish.
 - g) Chelford CE Primary School - Update regarding before and after school club.
 - h) The Salvation Army - Potential sites for clothing collection bank.
 - i) Chelford CE Primary School - Retirement of Head Teacher.

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- j) Manchester Airport - Concert tickets available.
- k) Chelford Parish Plan - Notification of intention to donate some unused funds to the Parish Council.
- l) E-ON - Notification of increase to electricity charges from 21/01/19.
- m) ChALC - Notification of revised Salary Scales for 2019/20.
- n) Cheshire East Council - Invitation to Town & Parish Council Conference - 29/01/19.
- o) ChALC - Invitation to meeting with Police & Crime Commissioner - 19/12/18.
- ii) To note other correspondence received since the date of the last ordinary meeting. (Appendix C)

8. PLANNING -

- i) Application for consideration -
 - a) 18/5524M - Chelford Community Hub, Elmstead Road, Chelford, SK11 9BS - Extensions and alterations including improved access to existing community facility.
 - b) 18/5650M - Land at former Chelford Agricultural Centre, Dixon Drive, Chelford, SK11 9AX - Addition of 18 residential units and associated works.
 - c) 18/5661M - 30 Hitchlowes, Chelford, SK11 9SR - Single storey extension.
 - d) 18/5865M - 6 Clay Heyes, Chelford, SK11 9ST - Proposed single storey side extension, conversion of existing garage into kitchen and new conservatory to rear.
 - e) 18/6020M - 5 Church Cottages, Holmes Chapel Road, Chelford, SK11 9AQ - Listed building consent for small rear extension and minor internal alterations following demolition of existing conservatory.
 - f) Any further applications received prior to the meeting will be included for consideration.

9. HIGHWAY MAINTENANCE & ENHANCEMENTS -

- i) To receive updates in respect of the following outstanding highway matters from/since the previous meeting:
 - a) Remedial work to zebra crossing on Knutsford Road.
 - b) Broken No Through Bollard - Dixon Drive.
 - c) Damaged sign - Alderley Road.
 - d) Query re Traffic Census on Dixon Drive (October 2018).
 - e) Zig-zag lines outside Chelford Primary School.
 - f) Footway condition in Dixon Drive estate - Update relating to proposed tar slurry sealing.
 - g) Pothole - Knutsford Road, outside The White House.
 - h) Broken Window in Bus Passenger Shelter - Chelford Road.
 - i) Fallen tree blocking bridleway (Snelson BR5).
 - j) Footway siding out - Knutsford Road (from Station to Parish Hall).
 - k) Overhanging trees along north-eastern boundary of former Chelford Agricultural Centre site.
(Work complete)
 - l) Overhanging hedge along Knutsford Road along Mere Court Park boundary.
 - m) Overhanging hedge along Knutsford Road from Chelford Parish Hall to Shell Garage.
 - n) Overhanging vegetation along footpath from Railway underpass to the former School (Chelford FP1).
 - o) Overhanging vegetation along footpath to rear of Dixon Drive estate (Chelford FP1).
- ii) To receive highway matters for attention from Members.

10. COMMUNITY -

- i) To receive an update relating to the process for allocating Section 106 'community facilities' funds associated with the Cricketers Green Development. (DW)
- ii) Chelford Post Office - To receive any updates available.
- iii) Community Speed Watch - To receive update on number of volunteers and equipment required.
- iv) Annual Parish Meeting 2019 - To receive update relating to speaker for the Annual Parish Meeting scheduled for 14/05/19.
- v) Parish Appearance - To consider possible options to improve the appearance of the Parish.
- vi) Newsletter - To consider the frequency of future Parish Council newsletters.

11. ASSETS -

- i) Chelford Activity Park - Maintenance & Management -
 - a) To receive a summary of issues identified during inspections of Chelford Activity Park. (AB)

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ii) Chelford Activity Park - Usage & Hiring - To receive an update on Chelford Activity Park facility bookings.

12. NEIGHBOURHOOD PLAN -

i) To receive an update on Neighbourhood Plan activities since the last Parish Council meeting.

13. MATTERS FOR INCLUSION ON NEXT/FUTURE MEETING AGENDA -

i) Review of Asset Security Arrangements.

ii) Asset Risk Assessment.

iii) Red Telephone Kiosk - Future uses.

14. DATE OF NEXT MEETING - Thursday 10th January, 2019 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.

15. MATTERS FOR CONSIDERATION INCLUDING THOSE TRANSFERRED FROM ABOVE ITEMS -

(as required)

i) Chelford Parish Hall - To receive update on Parish Council position.



Dr. E. M. Maddock PSLCC,
Clerk & Responsible Financial Officer.

Dated 9th December, 2018.

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APPENDIX A

Financial Statement for 2018/19 as at 13 December 2018					
Actual 2017/18 £.	Details	2018/19 Budget £.	Actual to Nov. 2018 £.	Agenda Dec. 2018 £.	Budget Balance £.
	Receipts				
22,485.00	Precept	24,549.00	24,549.00		0.00
0.00	Balances	0.00	0.00		0.00
5.05	Investment Interest	0.00	4.94		0.00
0.00	Sale of Assets	0.00	0.00		0.00
7,542.99	Grants, Donations & Refunds	5,259.00	4,979.00	100.00	180.00
0.00	Contra Income	0.00	0.00		0.00
652.26	V.A.T. Refund (16/17)		874.80		866.71
30,685.30	Total Receipts	29,808.00	30,407.74	100.00	1,046.71
	Payments				
7,708.58	Salary (Clerk)	7,962.00	5,421.46	875.40	1,665.14
161.48	National Insurance (Employer)	0.00	0.00	26.19	-26.19
580.73	Allowances (Clerk)	650.00	391.25	57.56	201.19
0.00	Chairman/Member Allowances	0.00	0.00		0.00
31.36	Administration	210.00	0.00		210.00
248.00	Audit Fees (Internal & External)	360.00	350.00		10.00
788.81	Insurance	1,750.00	0.00		1,750.00
592.36	Sect. 137 Donations	450.00	50.00		400.00
150.00	Grants	2,380.00	1,001.86		1,378.14
50.00	Parish Council Newsletter	100.00	65.00		35.00
0.00	Christmas Trees & Lighting	300.00	0.00		300.00
80.78	Street Lighting (Electric & Repairs)	190.00	37.80		152.20
1,345.04	Website	482.00	0.00		482.00
570.00	Village Planters	600.00	285.00	285.00	30.00
0.00	Professional Services	300.00	0.00		300.00
0.00	Advertising	75.00	26.76		48.24
494.85	Subscriptions/Affiliation Fees	555.00	469.96		85.04
185.00	Room Hire	370.00	0.00		370.00
60.00	Training	140.00	35.00		105.00
2,476.87	Chelford Activity Park - Maintenance	3,950.00	1,506.36	166.67	2,276.97
0.00	Asset Maintenance	1,825.00	118.00		1,707.00
0.00	Asset Purchase	1,400.00	350.48		1,049.52
0.00	Contingency	500.00	0.00		500.00
7825.00	Neighbourhood Plan	5,259.00	3,488.29	690.11	1,080.60
874.80	V.A.T.		776.38	90.33	
24,223.66	Total Payments	29,808.00	14,373.60	2,191.26	14,109.85

Cash/Bank Reconciliation	01/04/18	08/11/18	13/12/18	31/03/19
Balance B/Fwd.	37,573.14	37,573.14	53,607.28	51,516.02
Add Total Receipts	29,808.00	30,407.74	100.00	1,046.71
Less Total Payments	-29,808.00	-14,373.60	-2,191.26	-14,109.85
Balance C/Fwd.	37,573.14	53,607.28	51,516.02	38,452.88
Cumulative Balances	Balance	Balance	Balance	Balance
	01/04/18	08/11/18	13/12/18	31/03/19
General Funds	8,795.55	26,182.55	24,781.40	11,718.26
Earmarked Reserves	28,777.59	27,424.73	26,734.62	26,734.62
	37,573.14	53,607.28	51,516.02	38,452.88

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CASH/BANK RECONCILIATION AS AT - 13th December 2018

CASH

Balance Brought Forward 01/04/18	37,573.14
Plus Receipts	30,507.74
	<u>68,080.88</u>
Less Payments	16,564.86
Balance Carried Forward 13/12/18	<u><u>51,516.02</u></u>

BANK (Natwest)

Business Reserve Account -	19,701.75	05/07/18
Add income/transfer received since above statement		
	<u>0.00</u>	
Less unpresented cheques		
	<u>0.00</u>	
	19,701.75	13/12/18
Current Account -	34,220.53	05/12/18
Add income received since above Statement		
	<u>0.00</u>	
	0.00	
Less unpresented cheques/ Transfer		
Approved	-215.00	
For Approval	<u>-2,191.26</u>	
	<u>-2,406.26</u>	
	31,814.27	13/12/18
Total Bank Balances 13/12/18	<u><u>51,516.02</u></u>	

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APPENDIX B

CHELFORD PARISH COUNCIL BUDGET ANALYSIS 2018/19 and 2019/20

		Projected 18/19 & Budget 2019/20	Variances 18/19	Balance as at 13/12/18
Clerk's Salary				
2018/19	£8,385.11 p.a. = £698.76 p.m. based upon 13 hrs. per week 3 months (Jan 19 - Mar 19) x £698.76	2,097	-432	
		2,097	-432	1,665
2019/20				
	£8,713.64 p.a. = £726.14 p.m. based upon 13 hrs. per week Contingency for Salary Award	8,714		
		226		
		8,940		
National Insurance (Employer)				
2018/19	3 months (Jan 19 - Mar 19) (on basic pay)	0	-26	
		0	-26	-26
2019/20				
	Based on basic salary	0		
		0		
Allowances (Clerk)				
2018/19	Use of home as Office @ £10 p.m.	30	0	
	Use of computer equipment @ £1 p.w.	13	0	
	Travelling @ 45p per mile	88	0	
	Broadband & Telephone Service @ £12 p.m.	36	0	
	Contingency	34	0	
		201	0	201
2019/20				
	Use of home as Office @ £10 p.m.	120		
	Use of computer equipment @ £1 p.w.	52		
	Travelling @ 45p per mile	300		
	Broadband & Telephone Service @ £12 p.m.	144		
	Contingency	59		
		675		
Chairman/Member Allowances				
2018/19	Chairman's Allowance	0	0	
	Other Member Allowances - Dec 18 - Mar 19	0	0	
		0	0	0
2019/20				
	Chairman's Allowance	0		
	Other Member Allowances	0		
		0		
Administration				
2018/19	Stationary & General Office Supplies	50	0	
	Postages	30	0	
	Computer Consumables	55	0	
	Contingency	75	0	
		210	0	210
2019/20				
	Stationary & General Office Supplies	60		
	Postages	40		
	Computer Consumables	70		
	Contingency	80		
		250		

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CHELFORD PARISH COUNCIL BUDGET ANALYSIS 2018/19 and 2019/20

		Projected 18/19 & Budget 2019/20	Variances 18/19	Balance as at 13/12/18
Audit Fees				
2018/19	External Audit Fees 2017/18	0	0	
	Internal Audit Fees 2017/18	0	10	
		0	10	10
2019/20	External Audit Fees 2018/19	200		
	Internal Audit Fees 2018/19	175		
		375		
Insurance				
2018/19	Premium due 15/03/19	900	850	1,750
2019/20	Premium due 15/03/20	1,000		
Section 137 Donations				
2018/19	Best Kept Village (Entry fee for 2019 Competition)	50	0	
	RBL Poppy Appeal	0	0	
	East Cheshire Hospice (Disposal of Christmas Tree)	0	50	
	Contingency	300	0	
		350	50	400
2019/20	Best Kept Village (Entry fee for 2020 Competition)	50		
	RBL Poppy Appeal	50		
	Contingency	300		
		400		
Grants				
2018/19	St. John's Church - Churchyard Maintenance	1,380	0	
	Chelford Village Website:			
	Apr 18 - Sep 18 - Website hosting costs (at 2017/18 fees as below)	216	-216	
	(Domain name - £0.60 p.m., Webmail facility - £1.30 p.m.,			
	Hardware rental - £6.00 p.m., Bandwidth rental - £6.00 p.m.,			
	Cloud storage - £7.00 p.m., Loudhailer - £9.00 p.m.)			
	Oct 18 - Mar 19 - Website hosting costs (fees as above)	216	-216	
	Contingency	0	-2	
		1,812	-434	1,378
2019/20	St. John's Church - Churchyard Maintenance	1,380		
	Chelford Village Website (see 2018/19 for cost breakdown)	432		
	Contingency	1,000		
		2,812		
Parish Council Newsletters				
2018/19	Printing costs	75	-40	
		75	-40	35
2019/20	Printing costs	360		
		360		
Christmas Trees & Lighting				
2018/19	Provision of Christmas Tree & Lighting	0	300	
		0	300	300
2019/20	No provision	0		
		0		

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CHELFORD PARISH COUNCIL BUDGET ANALYSIS 2018/19 and 2019/20

		Projected 18/19 & Budget 2019/20	Variances 18/19	Balance as at 13/12/18
Street Lighting				
2018/19	Electricity Oct 18 - Jan 19 (112 days x £0.179 = £20.05) net - say	21	0	
	Electricity Jan 19 - Mar 19 (70 days x £0.221 = £15.47) net - say	16	-10	
	Repairs Dec 18 - Mar 19	125	0	
		162	-10	152
2019/20	Annual Electric (365 x £0.221 per day = £80.67) net - say	81		
	Provision for Increase in Electricity	24		
	Repairs	150		
		255		
Website				
2018/19	Chelford Parish Council website	10	0	
	Chelford Village Website - Transfer to Grants Budget	0	432	
	Contingency for increase in service charge/service requirements	0	40	
		10	472	482
2019/20	Chelford Parish Council website	10		
	Contingency - Councillor email accounts	50		
		60		
Professional Services				
2018/19	Provision of professional advice/services	300	0	
		300	0	300
2019/20	Provision of professional advice/services	500		
		500		
Advertising				
2018/19	None	0	48	48
2019/20	Provision	100		
Subscriptions/Affiliation Fees				
2018/19	Data Protection Registration (due 26/02/19)	35	20	
	ChALC	0	21	
	Cheshire County Playing Fields Association	0	5	
	Cheshire Community Action	0	0	
	CPRE	0	4	
		35	50	85
2019/20	Data Protection Registration	40		
	ChALC	415		
	Cheshire County Playing Fields Association	25		
	Cheshire Community Action	50		
	CPRE	40		
		570		
Training				
2018/19	Training Provision - Members & Clerk	105	0	
		105	0	105
2019/20	Training Provision - Members & Clerk (Based on 8 attendances to ChALC Training sessions)	280		
	Clerk - Regional Training Seminar	80		
		360		

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CHELFORD PARISH COUNCIL BUDGET ANALYSIS 2018/19 and 2019/20

		Projected 18/19 & Budget 2019/20	Variances 18/19	Balance as at 13/12/18
Room Hire				
2018/19	Ordinary Parish Council Meetings	210	30	
	Annual Parish Meeting	25	5	
	Extra Ordinary Parish Council Meetings	40	0	
	Contingency	60	0	
		335	35	370
2019/20	Ordinary Parish Council Meetings	240		
	Annual Parish Meeting	30		
	Extra Ordinary Parish Council Meetings	40		
	Contingency	60		
		370		
Chelford Activity Park - Maintenance				
2018/19	Grass Cutting	467	-67	
	Site Maintenance and Litter Bin emptying	200	-650	
	Hedge Cutting	300	0	
	RoSPA Inspection	0	17	
	Tree Safety Inspection	0	0	
	Maintenance - Trees	250	250	
	Maintenance - Play Area Equipment	250	0	
	Maintenance - BMX Track	0	200	
	Maintenance - MUGA	500	0	
	Maintenance - Table Tennis Table	0	25	
	Maintenance - Seats & Picnic Benches	0	175	
	Maintenance - Barbeques	0	25	
	Contingency	335	0	
		2,302	-25	2,277
2019/20	Grass Cutting, Site Maintenance, Litter Bin emptying	2,100		
	Hedge Cutting	300		
	RoSPA Inspection	175		
	Tree Safety Inspection	600		
	Maintenance - Trees	500		
	Maintenance - Play Area Equipment	350		
	Maintenance - BMX Track	225		
	Maintenance - MUGA	500		
	Maintenance - Table Tennis Table	50		
	Maintenance - Seats & Picnic Benches	225		
	Maintenance - Barbeques	100		
	Contingency	400		
		5,525		
Chelford Village - Maintenance				
2018/19	Summer Planting	0	15	
	Winter Planting	0	15	
		0	30	30
2019/20	Summer Planting	300		
	Winter Planting	300		
	Parish Improvement Maintenance	1,500		
		2,100		

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CHELFORD PARISH COUNCIL BUDGET ANALYSIS 2018/19 and 2019/20

		Projected 18/19 & Budget 2019/20	Variances 18/19	Balance as at 13/12/18
Asset Maintenance				
2018/19	Notice Boards	0	150	
	Bus Shelter	0	250	
	Telephone Kiosks	0	250	
	Benches	0	200	
	Planters	0	-43	
	Height Barrier	0	100	
	Speed Indicator Devices	0	400	
	Contingency	200	200	
		200	1,507	1,707
2019/20	Notice Boards	150		
	Bus Shelter	250		
	Telephone Kiosks	250		
	Benches	250		
	Planters	100		
	Height Barrier	100		
	Speed Indicator Devices	400		
	Contingency	400		
		1,900		
Asset Purchase				
2018/19	Notice Board	0	600	
	Planters	0	600	
	Scanning Equipment	118	-118	
	Speed Watch Equipment	150	-150	
	Contingency	200	-350	
		468	582	1,050
2019/20	Notice Board (2)	1,500		
	Planters	4,500		
	Parish Improvement Assets	1,500		
	Contingency	500		
		8,000		
Neighbourhood Plan				
2018/19	Activities covered by 'Locality' grant	2,592	280	
	Other activities	1,685	-3,476	
		4,277	-3,196	1,081
2019/20	Plan Review Provision	1,500		
		1,500		
Other				
2018/19	Contingency provision	250	250	
		250	250	500
2019/20	Contingency provision	750		
	2018/19 Sub Totals	14,194	21	14,215

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CHELFORD PARISH COUNCIL BUDGET ANALYSIS 2018/19 and 2019/20

2018/19 Income - Grants:

Transparency Code Compliance Grant (2017/18)
Neighbourhood Plan: "Locality" Grant

2018/19 Expenditure Projection and Savings Totals

2019/20 Draft Budget Expenditure Total

Less savings 2018/19

Gross Council Tax Requirement 2019/20

	118	
	4,979	
14,194	5,118	
36,802		
-5,118		
31,684		

Analysis of funds

01/04/18	Balance brought forward	37,573.14	
	Plus receipts (actual)	30,507.74	
	Less payments (actual)	-16,564.86	
	Plus receipts (projected)	1,046.71	
	Less payments (projected)	-14,194.00	
			38,368.73
	Less Earmarked Reserves:		
	Mere Court Improvements	-501.52	
	Community Project Fund	-18,132.57	
	Asset Refurbishment Fund	-4,000.00	
	Democratic Services Fund	-1,000.00	
	Transparency Code Grant	-117.50	
	Neighbourhood Plan	-1,684.89	
			-25,436.48
	Less budgeted Grant not received	-280.00	
	Plus funds to be unearmarked:		
	Chelford Primary School	1,298.14	
31/03/19	General funds carried forward		<u>13,950.39</u>

Tax Base 2019/20 (Band D) and Precept impact on Property Bands

2018/19				2019/20			
Band	Ratio	Tax Base	£	Band	Ratio	Tax Base	£
A	6/9		26.05	A	6/9		31.28
B	7/9		30.39	B	7/9		36.49
C	8/9		34.74	C	8/9		41.70
D	9/9	628.22	39.08	D	9/9	675.33	46.92
E	11/9		47.76	E	11/9		57.34
F	13/9		56.44	F	13/9		67.77
G	15/9		65.13	G	15/9		78.19
H	18/9		78.15	H	18/9		93.83
	Precept	£24,549			Precept	£31,684	

Precepts

Year	% increase	£
2015/16	25.00%	13,500
2016/17	29.53%	17,486
2017/18	28.59%	22,485
2018/19	9.18%	24,549
2019/20	29.06%	31,684

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APPENDIX C

CORRESPONDENCE

Received	Cheshire Association of Local Councils (ChALC) -
-	ChALC Weekly Bulletin - 9, 15, 19 (reissue); 22, 29 November 2018; 6 December 2018.
	Cheshire East Council -
-	Traffic Management LAP Reports - 8, 15, 22, 29 November 2018; 6 December 2018.
-	Spatial Planning Update - November 2018.
05/11/18	New Homes Bonus Community Fund now open for applications.
05/11/18	Notification of provisional tax base and precept arrangements 2019/20.
06/11/18	Crewe Hub Station Area Action Plan: Issues Consultation. (Closes 05/12/18)
08/11/18	Sky TV looking for closed civic buildings for filming.
22/11/18	Local Information - Congleton.
28/11/18	Changes to administration within Partnerships and Communities Team.
29/11/18	Local Information - Cheshire East Council Consultations.
	Cheshire Emergency Services -
22/11/18	Police Surgeries - December, 2018.
	Rural Services Network -
-	Rural Bulletin - 6, 13, 20, 27 November 2018; 4 December 2018.
-	Rural Funding Digest - November 2018; December 2018.
	Other Correspondence -
-	Public Sector Executive - 5, 9, 12, 16, 19, 23, 26, 30 November 2018; 3, 5, 7 December 2018.
-	HMRC - 06/11/18 - Expenses and benefits, payroll and reports; 08/11/18 - Staff entertainment; 13/11/18 - Employer Filing Obligations; 15/11/18 - Introduction to Health & Safety in the workplace; 19/11/18 - Introduction to running Payroll; 23/11/18 - Digital Services and Products Consultation; 26/11/18 - Paying the national minimum wage to work placements and interns; 03/12/18 - Christmas Parties; 05/12/18 - Introduction to Health & Safety in the workplace.
20/11/18	Manchester Airport - Changes to the arrivals car park for picking passengers up at Terminal One.
-	CPRE - 10/11/18 - Campaigns Update; 20/11/18 - Green Clean 2018 Results; 23/11/18 - Christmas Celebrations; 27/11/18 - Campaign against littered drink containers in countryside; 05/12/18 - Campaigns Update.
-	Community & Voluntary Services - 05/11/18 - GRIPP Digital Spotlight Seminar Series; 09/11/18 - e-Bulletin; 13/11/18 - GRIPP Digital Spotlight Seminar Series; 23/11/18 - e-Bulletin; 03/12/18 - GRIPP Digital Seminar - Resources.
-	Information Commissioner's Office - Newsletter - November 2018; December 2018.
-	Age UK - Newsletter - November 2018.
-	Active Cheshire - 07/11/18 - Workshops and Training opportunities; 23/11/18 - Training Opportunities; 28/11/18 - Training Opportunities.
12/11/18	Zurich Insurance - Notification of data breach.
15/11/18	East Cheshire Hospice - Christmas Tree Collection Service.
19/11/18	Alderley Edge Parish Council - Neighbourhood Plan update.
20/11/18	Town & Parish Council Websites - Newsletter.
27/11/18	Civic Voice - Building Better Commission Review.
28/11/18	United Utilities - Heard of our Priority Services Register?
-	E-ON - 15/11/18 - Monthly Market Report.
	Advertisements -
-	05/11/18 - TWM Traffic Systems - Update to new product warranty; 05/11/18 - Eibe - Playground funding; 06/11/18 - Primary Care Supplies - Defibrillators; 07/11/18 - Notice Board Company - Church Notice Boards; 08/11/18 - Keep Britain Tidy - Glow in the dark posters re: dog fouling; 09/11/18 - Notice Board Company - Discount notice board offer available; 12/11/18 - Primary Care Supplies - Defibrillators; 14/11/18 - Kompan Playgrounds - COROCORD Rope Play Catalogue available; 19/11/18 - Tatton Tech - Broadband connection services; 22/11/18 - Kompan Playgrounds - 25% match funding offer on playground equipment; 22/11/18 - Notice Board Company - New V-shaped notice boards; 27/11/18 - Primary Care Supplies - Defibrillators; 29/11/18 - Kompan Playgrounds - Reminder of 25% match funding offer on playground equipment; 30/11/18 - Primary Care Supplies - Defibrillators; 03/12/18 - Eibe - Playground catalogue 2019; 04/12/18 - Sutcliffe Play - Newly extended roundabout range; 05/12/18 - TWM Traffic Controls - Make Pedestrian Crossings Safe in all Weather Conditions; 06/12/18 - Kompan Playgrounds - 50% off outdoor fitness equipment.