

# CHELFORD PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD

THURSDAY 8<sup>TH</sup> MARCH, 2018 at 7:30 p.m.

at CHELFORD PARISH HALL, KNUTSFORD ROAD, CHELFORD.

PRESENT - Councillors: D. Wilson (Chairman), J. Leach, B. Brindley, A. Boon, G. Willis, B. Affleck.  
Members of Public (2).  
Cheshire East Borough Councillor G. Walton.  
Dr. E. M. Maddock - Clerk & Responsible Financial Officer.

**1. APOLOGIES FOR ABSENCE - None.**

**2. DECLARATIONS OF INTEREST -** Councillor J. Leach - Item 12(iii) - Personal interest in organisation (ANSA) administering s.106 funds. [Declared at item]

**3. MINUTES -**

The Minutes of the Parish Council Meeting held 8<sup>th</sup> February, 2018 had been previously circulated to all Members.

**15/18 Resolved a) That the Minutes of the Parish Council Meeting held 8<sup>th</sup> February, 2018 be confirmed as a correct record and signed by the Chairman.**

Proposed Councillor B. Brindley

Seconded Councillor A. Boon

All in favour

**4. PUBLIC FORUM FOR QUESTIONS -**

No questions had been received from or were presented by members of the public.

**5. REPORTS FROM EXTERNAL ORGANISATIONS -**

- i) **Knutsford Rural Policing Team** - No representatives from the Policing Team were present at the meeting to report. The Clerk reported that speed checks were presently being undertaken within the Parish and that several motorists had been identified as driving in excess of the speed limit.
- ii) **Cheshire East Ward Member** - Borough Councillor G. Walton reported that there will shortly be a consultation relating to the Local Transport Plan which considers transport connectivity within the region. Council Tax bills will be issued shortly by Cheshire East Council and these will be accompanied by an explanatory leaflet. It is anticipated that the removal of the yellow parking restriction lines within the Dixon Drive estate will be removed by the end of April, 2018. Tatton Park will be launching the 'Field to Fork' project in May, 2018. A meeting has been arranged to discuss the future of the Bowling Green to which the Chairman of the Parish Council has been invited. An Area Highways Group Meeting will take place in the near future and work to repair the retaining flags along Holmes Chapel Road near to St. John's Church has been submitted by Borough Councillor G. Walton for consideration.

7:40p.m. - Borough Councillor G. Walton excused himself from the meeting and left.

- iii) **Cheshire East Council - Town & Parish Council Conference - 20<sup>th</sup> February, 2018** - Councillor G. Willis reported that he had attended the event and had previously circulated a report to Members. It was noted that information relating to rural transport had been well presented and that there has been a review of the Code of Conduct for Members.
- iv) **Manchester Airport Meeting with Town & Parish Councillors - 6<sup>th</sup> March, 2018** - Councillor D. Wilson reported that he had previously circulated a report to Members. Councillor J. Leach reported that it would be necessary to continue to engage with the airport in order to maintain awareness of activities which may lead to changes to ground and air traffic to/from the site along with any associated noise impact. It was noted that the Noise Action Plan will be reviewed during 2018.

**6. FINANCE -**

- i) **Financial Statement 2017/18 as at 8<sup>th</sup> March, 2018 -** (Appendix A)  
Members considered the financial statement 2017/18 which was unanimously accepted.
- ii) **Review of Insurance Cover for 2018/19 -**  
The Clerk reported that four quotations for insurance cover had been obtained. Members considered the sums quoted.

**16/18 Resolved a) That the insurance quotation from Came & Company in the sum of £788.81 (inclusive of administration fee) be accepted for 2018/19.**

Proposed Councillor B. Brindley

Seconded Councillor J. Leach

All in favour

**iii) To ratify the following payments -** the Chairman outlined the basis of the following payments:

- a) Cheque No. 001201 Cheshire Community Action £315.00 Providing online Neighbourhood Plan questionnaire facility.
- b) Cheque No. 001202 The David Lewis Centre £420.00 Printing of Questionnaires.

# CHELFORD PARISH COUNCIL

iv) To authorise the following payments - the Chairman outlined the basis of the following payments:

- |                      |                              |         |  |
|----------------------|------------------------------|---------|--|
| a) Cheque No. 001203 | E. M. Maddock                | £723.51 | Salary March 2018 & Expenses.  |
| b) Cheque No. 001204 | H. M. Revenue & Customs      | £78.89  | Income Tax & NI contributions.   |
| c) Cheque No. 001205 | Greenfingers Landscape Ltd.  | £200.00 | Ground Maintenance Contract (Feb. 2018).                                 |
| d) Cheque No. 001206 | Chelford Parish Hall         | £185.00 | Room Hire 2017/18.   |
| e) Cheque No. 001207 | Cheshire Community Action    | £894.50 | Neighbourhood Plan Consultant Support.                                   |
| f) Cheque No. 001208 | Chelford Tenants Association | £163.00 | Printing of letters inviting donations to fund community defibrillators. |
| g) Cheque No. 001209 | Came & Company               | £788.81 | Insurance Premium 2018/19.   |

v) Receipts - the Clerk reported that the following receipts had been received since the last meeting:

- |                  |           |                           |
|------------------|-----------|---------------------------|
| a) Groundwork UK | £2,560.00 | Neighbourhood Plan Grant. |
|------------------|-----------|---------------------------|

17/18 Resolved a) That the Statement of Account, as at 8<sup>th</sup> March, 2018 be received and the Clerk's observations duly noted.

b) That the schedule of 9 payments be approved and duly authorised.

c) That the report on receipts since the last meeting be received and duly noted.

Proposed Councillor B. Affleck

Seconded Councillor B. Brindley

All in favour

vi) To re-confirm earmarked reserves held by the Parish Council -

- |  |            |
|--|------------|
| a) Mere Court Recreation Area Grant                | £501.52    |
| b) Community Project Fund                          | £18,132.57 |
| c) Democratic Services Fund                        | £1,000.00  |
| d) Asset Refurbishment Fund                        | £4,000.00  |
| e) Neighbourhood Plan Project Support Fund         | £3,476.00  |
| f) Chelford Primary School After School Club Grant | £1,550.00  |
| g) Transparency Code Grant                         | £117.50    |

18/18 Resolved a) That the above sums be re-confirmed as ear-marked reserves.

Proposed Councillor D. Wilson

Seconded Councillor B. Brindley

All in favour

vii) Appointment of Internal Auditor - The Clerk reported that it is necessary to appoint an Internal Auditor for the 2017/18 financial year. Members considered the service provided during 2016/17.

19/18 Resolved a) That JDH Business Services be appointed as Internal Auditor for the 2017/18 financial year.

Proposed Councillor A. Boon

Seconded Councillor B. Affleck

All in favour

viii) Review of Financial Risk Assessment 2017/18 - Members reviewed the Financial Risk Assessment 2017/18. No amendments were proposed by Members.

20/18 Resolved a) That the Financial Risk Assessment 2017/18 be approved as presented. (Appendix B)

Proposed Councillor J. Leach

Seconded Councillor A. Boon

All in favour

## 7. REVIEW OF PARISH COUNCIL POLICIES -

i) Standing Orders - No amendments were proposed by Members. The Clerk noted that amendments may be required later in the year in response to forthcoming governance changes.

21/18 Resolved a) That the Standing Orders, as previously worded, be re-approved.

Proposed Councillor B. Affleck

Seconded Councillor B. Brindley

All in favour

ii) Financial Regulations - No amendments were proposed by Members.

22/18 Resolved a) That the Financial Regulations, as previously worded, be re-approved.

Proposed Councillor B. Affleck

Seconded Councillor B. Brindley

All in favour

## 8. CO-OPTION OF PARISH COUNCILLOR -

i) The Clerk reported that notification was awaited from Cheshire East Council as to whether it would be necessary to hold a by-election. If this was not necessary notices can be displayed inviting residents to submit expressions of interest to be co-opted to the Parish Council.

Decision a) That, subject to no by-election being required, the Clerk be authorised to proceed with the co-option process.

## 9. 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) Northwich Town Council - Floral Displays Service Level Agreement - The Clerk advised Members of the terms of the Service Level Agreement which had been received.

# CHELFORD PARISH COUNCIL

- 23/18     **Resolved**     a) That approval be given for the Clerk & Responsible Financial Officer to authorise and submit the Service Level Agreement in respect of Floral Display provision.
- Proposed Councillor B. Affleck                      Seconded Councillor B. Brindley                      All in favour
- b) **Resident - Concern re: hedges along Knutsford Road** - The Clerk reported that the issue had been forwarded to Cheshire East Council, as the responsible Highway Authority, and the response received had been forwarded to the resident.
- c) **Resident - Concern re: lack of visible property numbering within Dixon Drive estate** - Members noted the communication received. Councillor D. Wilson advised that he would arrange for an article to be submitted to the Village website requesting residents to be aware of the issues relating to the erroneous delivery of parcels.
- d) **Cheshire East Council - Sustainable Modes of Travel to School (SMOTS) strategy consultation** - Members noted the consultation.
- e) **ChALC - Information relating to introduction of General Data Protection Regulations (GDPR)** - The Clerk advised that preliminary guidance information had been received along with the date of a training session relating to GDPR.

- 24/18     **Resolved**     a) That approval be given for the Clerk & Responsible Financial Officer to attend the forthcoming ChALC training session on GDPR.
- Proposed Councillor A. Boon                      Seconded Councillor B. Brindley                      All in favour
- ii) To receive and note other correspondence received since the date of the last ordinary meeting:  
(Appendix C)

**Decision**     a) That other items of correspondence be received and noted.

## 10. PLANNING & LICENSING MATTERS -

### i) Applications for consideration -

- a) **18/0735M** - Single classroom extension, associated toilets, store and cloakroom - Chelford C of E Primary School, Oak Road, Chelford. SK11 9AY
- The Clerk reported that the proposed development within this application was identical to that for the previous planning application (17/5003M). The re-submission of the application has been recommended by the applicant's legal advisors due to the relevant certificates to those with land interests not being submitted by the applicant.

**Decision**     a) That the Parish Council support the proposed development at Chelford C of E Primary School to facilitate the expansion of the school.

- b) **18/0965M** - Single storey extension to the two storey detached dwelling and associated alterations - 4 Wheat Moss, Chelford, Macclesfield, Cheshire. SK11 9SP
- Members considered the planning application and did not raise any objections.

**Decision**     a) That no objections be submitted in respect of planning application 18/0965M.

- ii) **18/0171M - Land at former Chelford Agricultural Centre, Dixon Drive, Chelford** - The Clerk reported that the application was currently scheduled to be considered by the Cheshire East Council Northern Planning Committee. Members considered whether it was necessary to speak at the meeting.

**Decision**     a) That, if available, Councillor D. Wilson will speak at the Northern Planning Committee on behalf of the Parish Council.

- b) That a written statement, for presentation at the Northern Planning Committee, will be prepared and circulated to all Members, prior to the meeting, for consideration.

## 11. HIGHWAY MAINTENANCE & ENHANCEMENTS -

### i) Updates in respect of outstanding highway matters from/since previous meeting:

- a) **Footway - Alderley Road.**
- The Clerk reported that clearance of the footway was still on a list of work to be scheduled in the future at Cheshire East Council. A Highways Officer had enquired whether this work was considered to be a priority to Chelford Parish Council. Members considered this issue, in context of the wider Parish, and considered that there were highway issues which impacted upon a greater number of residents which should be prioritised.
- b) **Pothole - Outside Applewood House, Knutsford Road.** (Work order programmed.)
- c) **School 20mph zone signs - lack of designated end point of zone.** (Awaiting response.)

### ii) To receive highway matters for attention from Members -

- a) Condition of footways within Dixon Drive estate.
- b) Flooding on footpath to rear of former Chelford Agricultural Centre.

8:35p.m. - 8:45p.m. - The meeting was suspended for a short break.

# CHELFORD PARISH COUNCIL

- iii) **Remedial work to zebra crossing on Knutsford Road** - Councillor D. Wilson advised that Borough Councillor G. Walton had requested a review of the installation of the zebra crossing and that remedial work may be undertaken to re-orientate the illuminated columns.

## 12. COMMUNITY -

- i) **Defibrillator Provision** - Members noted that the donation request letters had been delivered to residents and appeared to be receiving a positive response.
- ii) **Chelford Bowling Club** - Councillor D. Wilson reported that he had been invited to a meeting with Cheshire East Council and Borough Councillor G. Walton to receive an update on the present position in respect of the Bowling Club.

**25/18 Resolved a) That approval be given for Councillor D. Wilson to attend the above meeting for the purpose of receiving information to report back to the Parish Council.**

Proposed Councillor B. Affleck

Seconded Councillor G. Willis

All in favour

- iii) **Potential Uses of s.106 funds within Parish** - Councillor D. Wilson reported that he had prepared and previously circulated draft documents which may be used to invite expressions of interest from community organisations for s.106 funds. The draft documents had been based upon the Cheshire East Council community grant form as there does not appear to be a template document available for this purpose. It was noted that there are conditions defining the type of project support which can be funded by the s.106 funds. Councillor B. Brindley enquired whether there would be merit in waiting to see what the needs of the community were once the development had been completed and new residents had occupied the site. Councillor D. Wilson advised that he did not consider this to be appropriate as there are some residents who are already keen to receive the funds to progress projects.

**Decision a) That Councillor D. Wilson ask ANSA to review the draft documents to confirm that they are appropriate for the intended purpose.**

- iv) **Resident Information Booklet** - Councillor D. Wilson reported that he had prepared and submitted a statement on behalf of the Parish Council to a local resident group who are preparing an information booklet for new residents. A draft of the information booklet has not yet been made available and it was noted that this would not be published under the name of the Parish Council.

**Decision a) To retrospectively approve the statement prepared and submitted by Councillor D. Wilson for publication in the proposed resident information booklet.**

## 13. ASSETS -

- i) **Chelford Activity Park - Maintenance & Management -**

a) **Routine Inspections of Chelford Activity Park** - Councillor A. Boon reported that there were, at present, no issues causing concern.

- ii) **Chelford Activity Park - Usage & Hiring** - The Clerk reported that the event scheduled to take place on the Activity Park in early March 2018 had been cancelled due to inclement weather. The event was to be rearranged for late March, 2018. It was also reported that the Activity Park had been booked for use, following consultation with all Members, for over-flow car parking for a funeral in late February, 2018.

**Decision a) That approval be given for use of Chelford Activity Park for a caravan event taking place between 23<sup>rd</sup> - 25<sup>th</sup> March, 2018.**

b) That retrospective approval be given for use of Chelford Activity Park for over flow car parking for a funeral on 22<sup>nd</sup> February, 2018.

- iii) **Transfer of ownership of brushcutter equipment to Friends of Chelford Station** - Members considered the transfer of ownership of the brushcutter equipment, previously in the custody of the Station Volunteers, to Friends of Chelford Station.

**26/18 Resolved a) That the ownership of the brushcutter equipment, previously in the custody of the Station Volunteers, be transferred to Friends of Chelford Station with immediate effect.**

b) That the Clerk formally notify Friends of Chelford Station of the transfer of the asset.

## 14. NEIGHBOURHOOD PLAN -

- i) **Neighbourhood Plan Financial Statement as at 8<sup>th</sup> March, 2018 (Appendix D)** - Members considered the Neighbourhood Plan Financial Statement as at 8<sup>th</sup> March, 2018 which was unanimously accepted.

**Decision a) That the Neighbourhood Plan Financial Statement as at 8<sup>th</sup> March, 2018 be received and the Clerk's observations duly noted.**

- ii) **Neighbourhood Plan Grant Application** - The Clerk advised that the current funding period ends on 31<sup>st</sup> March, 2018, therefore, it would be necessary to submit a further application for the next stage of the project.

**27/18 Resolved a) That approval be given for a Neighbourhood Plan Grant Application be submitted for the next stage of the project.**

# CHELFORD PARISH COUNCIL

- iii) **Neighbourhood Plan Steering Group Minutes** - The Minutes of the Neighbourhood Plan Steering Group meeting held 8<sup>th</sup> February, 2018 had been previously circulated to all Members.

**Decision** a) That the Minutes of the Neighbourhood Plan Steering Group meeting held 8<sup>th</sup> February, 2018 be received.

- iv) **Update on recent activities** - Councillor B. Brindley reported that the second questionnaire had been distributed and responses had been collated and forwarded to Cheshire Community Action for analysis. The Steering Group will be meeting next week to discuss the next stages of the project.

**15. MATTERS FOR INCLUSION ON NEXT/FUTURE MEETING AGENDA -**

- i) Refurbishment of Red Telephone Kiosks (2).
- ii) Review of Asset Security Arrangements.
- iii) Asset Risk Assessment.

**16. DATE OF NEXT MEETING** - Thursday, 12<sup>th</sup> April, 2018 at 7:30 p.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.

**Decision** a) That a resolution to exclude the Public and Press from the remainder of the Meeting was not necessary as no items were to be considered at Item 17.

**17. MATTERS FOR CONSIDERATION INCLUDING THOSE TRANSFERRED FROM ABOVE ITEMS** - None.

The meeting was declared closed by the Chairman at 9:15p.m.

Signed: .....

Approval Date - 12<sup>th</sup> April, 2018



# CHELFORD PARISH COUNCIL

## APPENDIX A

### Financial Statement for 2017/18 as at 08 March 2018

Actual 2016/17 £.	Details	2017/18 Budget £.	2017/18 Budget Adjustments £.	Actual to Feb. 2018 £.	Agenda Mar. 2018 £.	Budget Balance £.
<b>Receipts</b>						
17,486.00	Precept	22,485.00		22,485.00		0.00
0.00	Balances	5,000.00		0.00		0.00
6.73	Investment Interest	0.00		2.62		0.00
0.00	Sale of Assets	0.00		0.00		0.00
194.00	Grants, Donations & Refunds	9,000.00		4,982.99	2,560.00	5,259.00
60.00	Chelford Activity Park Hire	0.00		0.00		0.00
0.00	Contra Income	0.00		0.00		0.00
849.50	V.A.T. Refund (16/17)			652.26		874.80
<b>18,596.23</b>	<b>Total Receipts</b>	<b>36,485.00</b>		<b>28,122.87</b>	<b>2,560.00</b>	<b>6,133.80</b>
<b>Payments</b>						
6,959.09	Salary (Clerk)	7,010.00	713.00	7,065.53	643.05	14.42
489.00	HMRC - Overpayment of Income Tax	0.00	0.00	0.00		0.00
0.00	National Insurance (Employer)	0.00	0.00	161.48		-161.48
583.27	Allowances (Clerk)	650.00	0.00	542.11	38.62	69.27
0.00	Chairman/Member Allowances	0.00	0.00	0.00		0.00
28.82	Administration	210.00	0.00	4.48	26.88	178.64
100.00	Audit Fees (Internal & External)	350.00	-102.00	248.00		0.00
1,365.85	Insurance	1,600.00	0.00	0.00	788.81	811.19
384.24	Sect. 137 Donations	700.00	79.00	429.36	163.00	186.64
1,380.00	Grants	1,530.00	0.00	150.00		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	0.00		300.00
79.30	Street Lighting (Electric & Repairs)	240.00	-142.00	80.78		17.22
358.80	Website	450.00	1,013.00	1,345.04		117.96
675.00	Village Planters	615.00	-45.00	570.00		0.00
203.00	Tennis Coaching	0.00	0.00	0.00		0.00
400.00	Professional Services	300.00	0.00	0.00		300.00
0.00	Advertising	75.00	-75.00	0.00		0.00
464.85	Subscriptions/Affiliation Fees	515.00	-20.00	494.85		0.15
152.50	Room Hire	350.00	-97.00	0.00	185.00	68.00
0.00	Training	140.00	20.00	60.00		100.00
1,021.85	Chelford Activity Park - Maintenance	4,000.00	-371.00	2,310.20	166.67	1,152.13
1,059.00	Asset Maintenance	1,400.00	1,700.00	0.00		3,100.00
657.97	Asset Purchase	1,200.00	0.00	0.00		1,200.00
11.23	Contingency	750.00	-500.00	0.00		250.00
0.00	Neighbourhood Plan	14,000.00	-5,259.00	5,171.15	1,653.35	1,916.50
652.26	V.A.T.			771.47	103.33	
<b>17,076.03</b>	<b>Total Payments</b>	<b>36,485.00</b>	<b>-3,086.00</b>	<b>19,454.45</b>	<b>3,768.71</b>	<b>11,050.64</b>
<b>Cash/Bank Reconciliation</b>						
		<b>01/04/17</b>		<b>08/02/18</b>	<b>08/03/18</b>	<b>31/03/18</b>
	Balance B/Fwd.	31,111.50		31,111.50	39,779.92	38,571.21
	Add Total Receipts	36,485.00		28,122.87	2,560.00	6,133.80
	Less Total Payments	-36,485.00		-19,454.45	-3,768.71	-11,050.64
	<b>Balance C/Fwd.</b>	<b>31,111.50</b>		<b>39,779.92</b>	<b>38,571.21</b>	<b>33,654.37</b>
<b>Cumulative Balances</b>						
		<b>Balance</b>		<b>Balance</b>	<b>Balance</b>	<b>Balance</b>
		<b>01/04/17</b>		<b>08/02/18</b>	<b>08/03/18</b>	<b>31/03/18</b>
	General Funds	30,490.62		35,708.55	9,793.62	4,876.78
	Earmarked Reserves	620.88		4,071.37	28,777.59	28,777.59
		<b>31,111.50</b>		<b>39,779.92</b>	<b>38,571.21</b>	<b>33,654.37</b>

# CHELFORD PARISH COUNCIL

## CASH/BANK RECONCILIATION AS AT - 8th March 2018

### CASH

Balance Brought Forward 01/04/17	31,111.50
Plus Receipts	30,682.87
	<u>61,794.37</u>
Less Payments	23,223.16
Balance Carried Forward 08/03/18	<u><u>38,571.21</u></u>

### BANK (Natwest)

<b>Business Reserve Account -</b>	19,694.38	05/01/18
Add income/transfer received since above statement		
	<u>0.00</u>	
Less unpresented cheques		
	<u>0.00</u>	
	19,694.38	08/03/18
<b>Current Account -</b>	24,533.36	05/02/18
Add income received since above Statement		
	<u>2,560.00</u>	
	2,560.00	
Less unpresented cheques/ Transfer		
Approved	-4,447.82	
For approval	-3,768.71	
	<u>-8,216.53</u>	
	18,876.83	08/03/18
<b>Total Bank Balances 08/03/18</b>	<u><u>38,571.21</u></u>	

# CHELFORD PARISH COUNCIL

## APPENDIX B

### CHELFORD PARISH COUNCIL

#### FINANCIAL RISK ASSESSMENT - 2017/18

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance.	L	In the event of the Clerk being indisposed the Chairman (or other nominated Member) may perform the necessary duties.	Existing procedure adequate. Review when necessary.
	Loss of paper/electronic records.	M	Current files and records kept at the Clerk's home. Regular backup of electronic files is made. Paper documents stored in metal filing cabinets. Approved Minutes scanned and published on website.	Existing procedure adequate.
Precept	Adequacy of precept for Council to carry out its Statutory duties.	H	Budgetary Control statement presented to Council at each meeting.	Existing procedure adequate.
	Requirements not submitted to CEC.	L	Full Minute - RFO to follow up.	Existing procedure adequate.
	Amount not received from CEC.	L	RFO to confirm receipt and Minute at next Meeting of Council.	Existing procedure adequate.
Financial records	Inadequate records.	L	Financial Regulations specify requirements of Council.	Existing procedure adequate. Review Financial Regulations 2018/19.
	Financial irregularities.	L	Internal Audit of accounts by competent, independent person. Regular financial reports are presented to Council. Cheque signatories are separate from person raising the cheque.	Existing procedure adequate. Review bank signatories when change of Councilors/circumstances.
Bank and banking	Inadequate checks.	L	Bank reconciliation produced at each meeting.	Existing procedure adequate. Review Financial Regulations 2018/19.
	Bank mistakes.	L	RFO check all bank statements against Council records and query errors immediately.	Existing procedure adequate.
	Loss.	L	RFO check all bank statements against Council records and query inconsistencies immediately.	Existing procedure adequate.
	Charges.	L	RFO check adequate funds prior to issuing cheques. RFO challenge charges where errors made by bank.	Existing procedure adequate.
Cash	Loss through theft or dishonesty.	L	Cash handling is not encouraged but where cash received - banked within 7 days.	Existing procedure adequate.
Reserves - General	Adequacy.	L	Consider at Budget setting.	Existing procedure adequate.
Reserves - Earmarked	Adequacy.	L	Consider at Budget and review of final accounts.	Existing procedure adequate.



# CHELFORD PARISH COUNCIL

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Reporting and auditing	Information communication.	L	A monitoring statement is produced regularly before each Council meeting and approved at the meeting. This statement includes bank reconciliation and budget update.	Existing procedure adequate.
	Compliance.	L	An independent internal auditor has been appointed. Annual reports detailing compliance with audit regulations are presented to Council.	Existing procedure adequate.
	Transparency Code.	L	Financial information published by RFO on Parish Council controlled website.	Review requirement to comply annually.
Direct costs & overhead expenses	Goods not supplied but billed.	L	Procurement undertaken in accordance with best practice guidance. RFO to follow up on all orders.	Existing procedure adequate. Review Financial Regulations 2018/19.
	Invoice incorrectly calculated or recorded.	L	RFO to check arithmetic on all invoices and perform bank reconciliations on regular basis.	Existing procedure adequate.
	Cheque payable incorrect (excessive or to wrong party).	L	Signatories initial Stub and Voucher to confirm accuracy.	Existing procedure adequate.
Salaries, pensions and associated costs.	Salary paid incorrectly.	M	Check salary to Minute, check hours and rate to contract. Salary analysis is detailed on the payment vouchers issued.	Existing procedure adequate.
	Wrong deduction of NI and Tax.	M	NI and Tax deductions are calculated using the HMRC PAYE RTI System which is regularly updated. Check PAYE calculations.	Existing procedure adequate.
	Unpaid Tax and NI contributions to Inland Revenue.	L	Payments are made to HMRC by cheque and detailed in the financial statements presented to Council.	Existing procedure adequate.
Employees.	Loss of clerk.	L	Hours, health, stress, training, long term sick, early departure - risk monitored and managed as appropriate.	Existing procedure adequate. Review annually.
	Fraud by employee.	L	Fidelity Guarantee value reviewed annually and insurance cover arranged.	Existing procedure adequate.
	Actions taken by staff.	L	Relevant training, resources and access to professional advice made available to Clerk.	Existing procedure adequate.
VAT	VAT analysis.	L	All items analysed in cash book. Analysis presented to Council at each meeting.	Existing procedure adequate.
	Claimed within time limits.	L	VAT reclaim submitted annually at year end.	Existing procedure adequate.
Legal powers	Illegal activity or payments.	M	All activity and payments within the powers of the Parish Council to be resolved and minuted at Parish Council Meetings. Relevant procedures set out in Standing Orders and Financial Regulations.	Existing procedure adequate. Review Standing Orders and Financial Regulations 2018/19.

# CHELFORD PARISH COUNCIL

## APPENDIX C

### CORRESPONDENCE

<b>Received</b>	<b>Cheshire Association of Local Councils (ChALC) -</b>
-	ChALC Weekly Bulletin - 8, 15, 22 February 2018; 1 March 2018.
12/02/18	Reminder: Finance & VAT Training and Appraisals Training.
	<b>Cheshire East Council -</b>
-	Traffic Management LAP Reports - 8, 15, 22 February 2018; 1 March 2018.
-	Connected Communities Newsletter - Call for articles March/April 2018.
-	Neighbourhood Planning Fortnightly Update - 9, 23 February 2018.
-	Winter Service Decisions - 5-28 February 2018; 1-4 March 2018.
06/02/18	Mayor of Cheshire East Charity Dance.
09/02/18	Transport for the North: Strategic Transport Plan Consultation Event.
16/02/18	Handforth Neighbourhood Plan Regulation 16 Consultation. (16/02/18 - 30/03/18)
27/02/18	Sustainable Modes of Travel to Schools (SMOTS) strategy consultation. (Consultation closes 29/03/18)
	<b>Rural Services Network -</b>
-	Weekly News Digest - 5, 12, 19, 26 February 2018.
-	Rural Opportunities Bulletin - February 2018.
-	Hinterland Newsletter - 9, 16, 23 February 2018; 2 March 2018.
-	Rural Vulnerability Service - Rural Broadband (February 2018); Fuel Poverty (February 2018).
-	RSN Spotlight - Rural Health & Social Care (February 2018).
	<b>Other Correspondence -</b>
-	Public Sector Executive - 5, 9, 12, 13, 16, 19, 23, 26 February 2018; 2 March 2018.
-	HMRC - 05/02/18 - Payrolling expenses and benefits; 08/02/18 - Employer Webinars; 10/02/18 - Health & Safety in the workplace; 14/02/18 - Employer Bulletin 70; 16/02/18 - Sick pay, parental pay and shared leave; 20/02/18 - Employment webinars; 24/02/18 - End of year payroll deadline; 26/02/18 - Getting ready for the new tax year; 28/02/18 - Online support for the new tax year; 02/03/18 - Payroll dates and rates 2018; 03/03/18 - Health & Safety in the Workplace.
-	Manchester Airport - 05/02/18 - Request for words relating to the theme 'journey'.
-	CPRE - 06/02/18 - Event Calendar Update; 14/02/18 - Campaigns Update; 03/03/18 - The legal loophole slashing rural affordable homes.
-	E-ON - 15/02/18 - Monthly Market Report.
-	Community & Voluntary Services - e-Bulletin - 16 February 2018; 2 March 2018; 15/02/18 - Feedback survey; 20/02/18 - Training News.
-	Information Commissioner's Office - Newsletter - March 2018.
-	Age UK - Newsletter - February 2018.
-	Active Cheshire - 22/02/18 - Play to win at PlayFest; 28/02/18 - Six things to know about Cheshire East.
-	Civic Voice - War Memorial News - 6, 20 February 2018.
07/02/18	North West Ambulance Charity - Invitation to donate to charity.
13/02/18	Nether Alderley Parish Council - Creation of new Facebook Group.
20/02/18	Keep Britain Tidy - GB Spring Clean.
26/02/18	Keep Britain Tidy - Safety Advice re: GB Spring Clean.
01/03/18	Local Council Public Advisory Service - Parish and Town Council Specific Data Protection Officer Service.
02/03/18	Local Council Public Advisory Service - Review of Ethical Standards in Local Government.
02/03/18	Mid Cheshire Against HS2 - March 2018 Newsletter.
	<b>Advertisements -</b>
-	05/02/18 - Primary Care Supplies - Defibrillators; 07/02/18 - Kompan - Play packages for £12,000; 08/02/18 - Primary Care Supplies - Defibrillators; 08/02/18 - Eibe - Crawling Tunnels; 08/02/18 - Parish Council Websites - Final deadline for transparency funding; 12/02/18 - Notice Board Company - 10% off Church Notice Boards; 19/02/18 - Church Notice Board Catalogue; 20/02/18 - Arien Designs Ltd. - Signs, Banners and Graphics; 21/02/18 - Kompan - Swings & Carousel Offers; 22/02/18 - Buyers Guide to Church Notice Boards; 23/02/18 - Parish Council Notice Boards - Aluminium Notice Boards; 01/03/18 - Kompan - Play Equipment Matched Funding Competition; 02/03/18 - Notice Board Company - 48 hour sale.

# CHELFORD PARISH COUNCIL

APPENDIX D

<b>Chelford Neighbourhood Plan Financial Statement for 2017/18 as at 08 March 2018</b>				
<b>Details</b>	<b>2017/18 Budget £.</b>	<b>Actual to Feb. 2018 £.</b>	<b>Agenda Mar. 2018 £.</b>	<b>Budget Balance £.</b>
<b>Receipts</b>				
Chelford Parish Council - Balances	5,000.00	5,000.00		5,000.00
Groundwork UK (DCLG)	9,000.00	3,741.00	2,560.00	2,699.00
Grants / Donations	0.00	0.00		0.00
Refunds / Contra Income	0.00	0.00		0.00
<b>Total Receipts</b>	<b>14,000.00</b>	<b>8,741.00</b>	<b>2,560.00</b>	<b>6,181.00</b>
<b>Payments</b>				
Groundwork UK (DCLG)				
Grant used 01/07/17 - 31/12/17	3,741.00	2,401.17	}	0.00
Return of unused grant	0.00	1,339.83	}	
Groundwork UK (DCLG) (Note 1)				
Consultant Fee (Note 2)	945.00	0.00	630.00	315.00
Consultant Fee (Note 3)	157.50	0.00	157.50	0.00
Consultant Fee (Note 4)	600.00	0.00	400.00	200.00
Consultant Fee (Note 5)	22.00	0.00	22.00	0.00
Room Hire	120.00	0.00		120.00
Printing Costs	640.00	0.00	350.00	290.00
Consultation Events	75.00	0.00		75.00
Other	5,000.00			3,476.00
Salary (Clerk)		1,246.18	79.91	
National Insurance (Employer)		86.99	8.18	
Allowances (Clerk)		96.98	5.76	
Chairman/Member Allowances		0.00		
Administration		0.00		
<b>Total Payments</b>	<b>11,300.50</b>	<b>5,171.15</b>	<b>1,653.35</b>	<b>4,476.00</b>

**Notes:**

- 1 - Grant period 01/03/18 - 31/03/18
- 2 - Questionnaire preparation & analysis
- 3 - Attending steering group meetings
- 4 - Questionnaire processing
- 5 - Travel Expenses

.....