



Holmes Chapel Parish Council

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1 Church Walk, Holmes Chapel Cheshire, CW4 7AZ

STRATEGY AND FINANCE COMMITTEE

TO ALL MEMBERS OF THE COMMITTEE -

You are summoned to attend a meeting of the Strategy and Finance Committee on **Thursday 15th February 2018** at the Academy Suite, Holmes Chapel Community Centre commencing at 7.00 p.m

If members of the public are present there will be a period of question time at the beginning and end of the meeting.

AGENDA:

1. **Apologies** – to receive any apologies for absence.
2. **Declarations of interest** – To receive any declarations of interest:
 - a) **disclosable pecuniary interests or**
 - b) **other disclosable interests****as required under Chapter 7 of the Localism Act 2011.**
3. **Public Speaking**-The Chairman will adjourn the meeting to allow questions from members of the public to last no longer than 15 minutes. After questions the Chairman will reconvene the meeting.
4. **Committee minutes** – to approve the minutes of the meeting held on 4th January 2018 – copy circulated.
5. **Matters arising:**

Meeting to enable co-ordination of Remembrance Events.
6. **Planning applications** – To consider any applications on lists recently circulated by CEC.

18/0479C – Bellfields Farm, Marsh Lane, Holmes Chapel, CW4 8QB – Change of use of section of existing agricultural storage building to allow temporary storage of classic vehicles. *Comments deadline 28th February 2018, Also note - 18/0541C –Bellfields Farm, Marsh Lane, Holmes Chapel, CW4 8QB* - Change of use of section of existing agricultural storage building to commercial storage to allow micro brewery to store empty kegs and bottles.

18/0661C – 36, Macclesfield Road, Holmes Chapel, Crewe, CW4 7NQ – Two storey rear extension. *Comments deadline 28th February 2018*

18/0522C – 53, Coniston Drive, Holmes Chapel, CW4 7LB – Proposed single storey living room extension and pitched roof over and including replacing the existing flat roof garage. *Comments deadline – 23rd February 2018*

18/0290T – Bernard Court, Chester Road, Holmes Chapel Works to birch, multi stemmed maple , sycamore and oak trees.

17/4926C – 19B London Road – To note the updated plans submitted and consider if any further response is required.

16/3724C - Victoria Mills – *To receive a verbal update.*

7. **Strategic Planning Task Group**–To receive the draft minutes and actions from the meeting on the 6th February 2018 and matters arising. (Circulated separately).
8. **To receive and consider the revised job description for Mrs S. McKay and to recommend approval to full council** - to reflect her role as Responsible Financial Officer to Full Council. (Circulated separately).
9. **Policies: Financial Regulations** – To review a draft of the financial regulations modified to reflect the separate roles of RFO and Clerk. To recommend approval to Full Council. (To be circulated separately).
10. **Social Media:** To consider the use of social media by the Parish Council including to resolve to revise the social media and communications policy, to set up a Facebook Page as part of the evaluation process and to look at potential interest in an email distribution list.
11. **General Data Protection:** To receive a verbal progress report on the current situation on the General Data Protection legislative changes.
12. **Youth Councils:** To receive a verbal progress report on the work to investigate the feasibility and benefit of Youth councils.
13. **Financial Issues relating to the Community Centre**
 - 13.1. **Thermal Imaging Report** – To consider and to resolve to agree whether the Parish Council should contribute half of the costs of a Thermal Imaging Report. (Circulated separately.)
 - 13.2. **Community Centre Valuation** – To consider and resolve to agree the payment and amount due in relation to the valuation of the Community Centre. (Circulated separately.)
14. **Other Finance**
 - 14.1. To note the bank reconciliation for 31st January 2018 is £102,548
 - 14.2. To receive financial reports including the cash flow forecast to 31st January 2018 (See Appendix 4)
 - 14.3. To consider the use of a pre-paid debit card or credit card for use by officers and resolve to recommend approval to Full Council. (See appendix 1).
 - 14.4. To consider and resolve to approve the recommended changes to the timings for the end of year accounts approval and audits. (See appendix 2)
 - 14.5. To note and resolve to approve the recommendation regarding the change of electricity supplier for the office and church floodlights. (See Appendix 3)
15. **Public Speaking**
16. **Future Agenda Items**
 - 16.1. Update to the Quality Council Action Plan
 - 16.2. Update to the website
 - 16.3. Consideration of formal request for boundary review
 - 16.4. Redesign of adult and older people’s specialist mental health services in Cheshire East
17. **Chairman’s and Clerk’s reports** – To receive reports.

Clerk of the Council

9th February 2018

Pre-paid Debit Card for purchases for Parish Council by staff and Councillors

Further to a recent review of the Financial regulations, as recommended by NALC, for Holmes Chapel Parish Council, the following regulation was noted:

Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO, and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances

The current financial regulations recommend the use of either a company credit card, as above or a pre-paid debit card:

A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance committee Transactions and purchases made will be reported to the council, and authority for topping-up shall be at the discretion of the Finance committee

Some small items can still be paid for in cash, and re-imbursed:

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

Whilst smaller items can continue to be paid for in cash, it is not unusual for staff to purchase items for the council from the internet to obtain best value for money. Other items have to be purchased on-line – such as land registry searches. In these cases, cash cannot be used.

Some options for a pre-paid debit card have been investigated and are summarised below:

Provider	Product	Annual fee
Prepaid Financial Services	Prepaid Debit Card	£45
My Cash Plus	Mastercard Business Card	£69
Soldo	Mastercard Business Card	£84, £7 per month

Advice from local clerks in the area, who have used a pre-paid card, suggest that the reporting and statements from the pre-paid cards is poor, and involved a lot of administration to ensure it is topped up sufficiently. This is the safer option in terms of Risk assessment for the Council, but poor reporting will not be ideal for audit

Unity Trust bank (our own bank) provide a “Corporate Multipay” card. The limit is set by the Council, and the balance paid off by direct debit from our current account each month. Multiple cards can be issued to staff , but it is envisaged that the Council will have just a single card, to keep costs to a minimum:

Provider	Product	Annual fee
Unity Trust Bank	Corporate MultiPay card	£3 per month per card £50 one off set-up fee

Recommendation:

To use the facility provided by Unity Trust bank, having a single card in the office for use by staff and councillors. This will keep the costs to a minimum. See terms and conditions for further details (attached separately) and information below



[Accounts](#)

[Loans](#)

[Services](#)

[About](#)

We have partnered with Lloyds Bank and MasterCard® to bring you the Unity Corporate MultiPay Card – a charge card designed for Unity Trust Bank customers.

Please be advised that provision for this facility is subject to credit approval. For existing customers, we require evidence of 12 months account activity. For new customers, as part of the application process you will need to provide us with the last 2 years of audited/certified financial accounts. Please include this with your completed application form.

Benefits include:

Improved control of spend and day-to-day purchases

- Tailor cardholder spend on goods and services to suit the requirements of your business or organisation, as well as individual cardholders
- Set single transaction, as well as monthly, spending limits for a greater level of control
- Optional merchant category blocking available, at company and cardholder level
- Greater visibility of spend across all cardholders

Single online account management tool

- Amend individual card limits
- Update cardholder addresses and other personal details
- Easily extract transaction data
- View online statements
- Manage on the move, access via URL
- Control access for audit purposes

Report to Strategy & Finance Committee

7th February 2018

Review of Accounts “Year End” procedure

Further to recent training, advice and legislative changes, the following points are to be noted:

- As the turnover of the Parish Council is now over £200,000, the accounts have for the last two years been on an “Income & Expenditure” basis, formerly “Receipts and Payments”. As this has to consider all activity within the year, it is good practice to wait for around 30 days before finalising the year end figures, in order to account for invoices that may come in after the 31st March.
- The practitioners guide, updated annually, will this year clarify that the internal audit is recommended to be completed before the annual return is approved by the Council.
- In previous years, the figures on the annual return have had to be amended and re-approved subsequent to the internal audit.

As a result of these points, the following plan for Year End 2017/18 is recommended:

Step	Task	Comments
1	Close balance and reconcile cash books	As soon as reasonably possible after year end
2	Ensure schedule of assets and liabilities are up to date	To include Debtors, Creditors, prepayments and accruals
3	Prepare Financial Statements and Annual Governance statement	
4	Internal Audit	Visit scheduled for 23 April 2018
5	Agree dates with external auditor for display of public rights	To include first 10 working days of July
6	Submit the completed Annual return to Council for approval	Proposed for Full Council 24 May 2018
7	Submit the annual return to the external auditor	Send off on 25 May 2018 (latest date for submission is 30 June '18)
8	Display a notice of public rights	This must be displayed at least 14 days immediately before the inspection period
9	Make the accounting statements and other documents available for inspection	Available in the office during opening hours
10	Display a notice of Public Rights	State the address and hours when reports may be inspected. (The inspection period is a period of 30 working days, which must include the first 10 working days of July 2018)
11	Publish the accounting statements	As soon as reasonably possible after completion of audit, but no later than 30 September '18

Report to Strategy & Finance Committee**7th February 2018**

The electricity contract in place for the office (1 Church Walk) and the St Lukes church floodlights, paid by monthly direct debit, is due to expire on the 28th February 2018. Alternative suppliers have been contacted, to seek the best value for the Parish Council. The outcome is summarised below:

Review of Office (1 Church Walk) Electricity Supply**Existing rates (due to expire Feb 2018):**

Scottish Power Economy 7	Standing Charge = 27p per day	
	Day Rate = 12.96p / kWh	Night Rate = 8.83p / kWh

New Quotes:

New Contract Scottish Power	Standing Charge = 32.78p per day	
Fixed until Feb 2019 or 2020	Day Rate = 16.89p / kWh	Night Rate = 12.35p / kWh

Quote from OVO	Standing Charge = 28.77p per day	
Fixed until Feb 2019	Day Rate = 16.84p / kWh	Night Rate = 8.38p / kWh

Quote from E.ON	Standing Charge = 25.11p per day	
Fixed until Feb 2019	Day Rate = 14.28p / kWh	Night Rate = 9.61p / kWh

Quote from SSE	Standing Charge = 21.34p per day	
Fixed until Feb 2020	Day Rate = 14.33p / kWh	Night Rate = 9.74p / kWh

Review of St Luke's floodlights Electricity Supply**Existing rates (due to expire Feb 2018):**

Scottish Power	Standing Charge = 27p
	Unit Rate = 12.99p

New Quotes

New Contract Scottish Power	Standing Charge = 32.78p per day
Fixed until Feb 2019 or 2020	Unit Rate = 16.44p / kWh

Quote from OVO	Will not supply
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Quote from E.ON	Standing Charge = 25.11p per day
Fixed until Feb 2019	Unit Rate = 13.54p / kWh
Fixed until Feb 2020	Unit Rate = 14.35p / kWh

Quote from SSE (ref389865)	Standing Charge = 21.34p / day
Fixed until Feb 2019	Unit rate = 13.86p / kWh
Fixed until Feb 2020	Unit rate = 14.07p / kWh

Recommendation

To change the supply of electricity from Scottish Power to SSE, fixed until Feb 2020. This allows best value for money for the Parish Council.

Appendix 4

Printed on : 08/02/2018

At : 09:30

Holmes Chapel Parish Council 17/18

Balance Sheet as at 31 January 2018

31st March 2017

31 January 2018

31st March 2017		31 January 2018	
Current Assets			
10,511	VAT control	472	
4,953	Prepayments	0	
9,861	Current A/c	12,462	
44,587	Business Saver	34,613	
25,000	CCLA Deposit Fund - 0117530001	55,000	
94,911			102,548
94,911	Total Assets		102,548
Current Liabilities			
2,985	Creditors	0	
2,985			0
91,927	Total Assets Less Current Liabilities		102,548
Represented By			
66,927	Revenue Expenditure		20,568
25,000	Revenue Reserves		25,000
0	Capital Fund		56,980
91,927			102,548

The above statement represents fairly the financial position of the authority as at 31 January 2018 and reflects its Income and Expenditure during the year.

Signed :
Chairman

_____ Date : _____

Signed :
Responsible
Financial

_____ Date : _____

Holmes Chapel Parish Council 17/18

Income and Expenditure Account for Year Ended 31 January 2018

31st March 2017

31 January 2018

	Operating Income	
188,436	Council Income	197,391
5,389	Grants & Donations	2,060
0	Village Maintenance	1,328
485	Dane Meadow Project	0
129,955	HC Community Centre Project	0
23,960	Youth Facilities Project	12,059
3,200	Neighbourhood Plan Project	0
0	Holmes Chapel Partnership	100
	Total Income	212,938
351,423		
	Running Costs	
37,071	Employees	27,622
4,479	Premises	3,631
3,749	Office Services	1,842
1,652	Communications	1,524
825	Members	292
9,244	Professional Services	13,026
1,563	Subscriptions	1,588
2,850	Grants & Donations	2,350
11,366	Village Services	14,102
8,423	Village Maintenance	5,272
0	HC Community Centre Revenue	74,353
8,925	Dane Meadow Project	0
232,467	HC Community Centre Project	9,960
31,306	Youth Facilities Project	25,203
4,124	Neighbourhood Plan Project	0
0	River Croco Path Project	20,245
5,148	Boundary Signs Project	0
840	Village Centre Improvements	1,307
1,059	Play Area Elm Drive Project	0
	Total Expenditure	202,317
365,090		
	General Fund Analysis	
105,593	Opening Balance	66,927
351,423	Plus : Income for Year	212,938
457,017		279,865
365,090	Less : Expenditure for Year	202,317
91,927		77,548
0	Transfers TO / FROM Reserves	(25,000)
91,927	Closing Balance	102,548

Detailed Income & Expenditure by Budget Heading 31st January 2018

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Council Income</u>						
Precept	197,030	197,030	0			100.0%
Bank Interest	121	0	(121)			0.0%
Miscellaneous Income	240	0	(240)			0.0%
<u>Employees</u>						
Salaries & Related Costs	(27,231)	(38,000)	10,769		10,769	71.7%
Staff Training	(163)	(500)	338		338	32.5%
Staff Expenses & Subscriptions	(229)	(400)	171		171	57.2%
<u>Premises</u>						
Rent	(2,813)	(3,750)	938		938	75.0%
Electricity	(404)	(1,200)	796		796	33.7%
Water	(148)	(200)	53		53	73.8%
Premises Insurance	(126)	(150)	24		24	84.3%
Property Repairs & Maintenance	(140)	(500)	360		360	28.0%
<u>Office Services</u>						
Telephones/Internet Office	(799)	(1,400)	601		601	57.0%
Office Consumables	(5)	(200)	195		195	2.5%
Printing Misc	(74)	(100)	26		26	74.0%
Postage	(36)	(50)	14		14	71.9%
Photocopier/Printers	(431)	(600)	169		169	71.8%
Stationery and Newspapers	(236)	(300)	64		64	78.8%
Office Equipment Purchases	0	(100)	100		100	0.0%
Office Equipment Maintenance	(20)	(100)	80		80	20.0%
Software Support	(241)	(250)	9		9	96.4%
<u>Communications</u>						
Newsletter Printing	(615)	(600)	(15)		(15)	102.5%
Newsletter Delivery	(75)	(75)	0		0	100.0%
Web Site - host/licen/support	(834)	(600)	(234)		(234)	138.9%
Web site - Additional Work	0	(200)	200		200	0.0%
<u>Members</u>						
Members Expenses	0	(100)	100		100	0.0%
Room Hire	(107)	(100)	(7)		(7)	106.7%
Members' Training	(128)	(300)	173		173	42.5%
Chairman's Allowance	(58)	(250)	192		192	23.0%
<u>Professional Services</u>						
Legal & Professional Fees	(1,635)	(200)	(1,435)		(1,435)	817.5%
Audit Fees	1,170	(2,600)	3,770		3,770	(45.0%)
Insurance	(12,392)	(9,750)	(2,642)		(2,642)	127.1%
Bank Charges	(59)	(72)	13		13	81.9%

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Detailed Income & Expenditure by Budget Heading 31st January 2018

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Payroll Services	(110)	(200)	90		90	55.0%
<u>Subscriptions</u>						
Chalc Subscriptions	(1,463)	(1,500)	37		37	97.6%
Subscriptions Other	(125)	(100)	(25)		(25)	125.0%
<u>Grants & Donations</u>						
Grants Received	2,060	0	(2,060)			0.0%
Grants S137	(1,200)	(2,000)	800		800	60.0%
Grants Other	(350)	(350)	0		0	100.0%
Grant Partnership (Christmas M	(800)	(700)	(100)		(100)	114.3%
<u>Village Services</u>						
Village Competition	(155)	(150)	(5)		(5)	103.1%
Church Floodlights	(363)	(600)	237		237	60.5%
Christmas Activities	(350)	(500)	150		150	70.0%
Christmas Lights Maintenance	(5,110)	(5,000)	(110)		(110)	102.2%
CCTV	(5,550)	(5,550)	0		0	100.0%
Lengthsman	(2,575)	(5,000)	2,425		2,425	51.5%
<u>Village Maintenance</u>						
Memorial Donations	1,328	0	(1,328)			0.0%
Street Lighting - repairs	0	(500)	500		500	0.0%
Street Lighting-electricity	(714)	(750)	36		36	95.2%
Highways & Road Safety	(345)	(500)	155		155	69.0%
Plants/Baskets Purchases	(195)	(500)	306		306	38.9%
Plants/Baskets Maintenance	(1,135)	(1,000)	(135)		(135)	113.5%
Dane Meadow Maintenance	0	(1,500)	1,500		1,500	0.0%
Recreation Services/Maint	(9)	(500)	491		491	1.8%
Street Furniture Maintenance	0	(500)	500		500	0.0%
Donated Memorials	(1,036)	0	(1,036)		(1,036)	0.0%
Grant Funded Improvements	(1,839)	0	(1,839)		(1,839)	0.0%
<u>HC Community Centre Revenue</u>						
HCCC Roofing Maintenance	0	(4,000)	4,000		4,000	0.0%
HCCC Boundary & Hedge Maint	(150)	(1,000)	850		850	15.0%
HCCC Maintenance/Other Work	(8,219)	(3,000)	(5,219)		(5,219)	274.0%
Public Works Loan 1 Repayment	(56,608)	(56,608)	0		0	100.0%
Public Works Loan 2 Repayment	(9,376)	(9,375)	(1)		(1)	100.0%
<u>HC Community Centre Project</u>						
HCCC Car Park	0	(30,000)	30,000		30,000	0.0%
HCCC Boiler Work	(9,960)	(10,000)	40		40	99.6%

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Detailed Income & Expenditure by Budget Heading 31st January 2018**Cost Centre Report**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Youth Facilities Project</u>						
Youth Facilities Grant Funding	12,059	0	(12,059)			0.0%
Youth Facilities	(25,203)	(13,145)	(12,058)		(12,058)	191.7%
Skate Park Retention	0	(1,321)	1,321		1,321	0.0%
<u>River Croco Path Project</u>						
River Croco Path	(20,245)	(20,245)	0		0	100.0%
<u>Holmes Chapel Partnership</u>						
Partnership Income	100	0	(100)			0.0%
<u>Village Centre Improvements</u>						
Christmas Lights	(1,307)	(5,000)	3,693		3,693	26.1%
<u>Highways & Infrastructure</u>						
Bus Stop Seating	0	(2,000)	2,000		2,000	0.0%
Grand Totals:- Income	212,938	197,030	(15,908)			108.1%
Expenditure	202,317	245,741	43,424	0	43,424	82.3%
Net Income over Expenditure	10,621	(48,711)	(59,332)			
plus Transfers from EMR	16,512					
Movement to/(from) Gen Reserve	27,133					

Cash Flow Forecast 2017/18		updated 08/02/2018											
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TOTALS
Carried Forward	91,927.00	110,718.00	88,444.00	81,085.00	71,204.00	59,208.00	151,754.00	111,741.00	94,485.00	82,714.00	77,548.00		
Precept Income	98,515.00					98,515.00							197,030.00
Grant Income	6,094.00	5,965.00	2,060.00										14,119.00
VAT Reclaimed													0.00
Bank Interest	5.00	7.00	15.00	9.00	9.00	12.00	8.00	9.00	36.00	15.00			125.00
Other Income	292.00	100.00	518.00		2.00	623.00		129.00					1,664.00
Total Income for month	196,833.00	6,072.00	2,593.00	9.00	11.00	99,150.00	8.00	138.00	36.00	15.00	0.00	0.00	304,865.00
													0.00
Revenue Spend	35,912.00	8,101.00	9,952.00	3,330.00	10,700.00	6,604.00	40,021.00	13,994.00	11,807.00	5,181.00	4,000.00	14,428.00	164,030.00
Capital Projects													
<i>Croco Path</i>		20,245.00											20,245.00
<i>Skatepark</i>	25,203.00											1,321.00	26,524.00
<i>HCCC - Boiler</i>				6,560.00									6,560.00
<i>HCCC - Grounds/Car park</i>										30,000.00			
<i>HCCC - Fencing</i>								3,400.00					3,400.00
<i>Christmas Lights</i>					1,307.00								1,307.00
													0.00
Total Spend for month	61,115.00	28,346.00	9,952.00	9,890.00	12,007.00	6,604.00	40,021.00	17,394.00	11,807.00	5,181.00	34,000.00	15,749.00	252,066.00
Actual Balance c/f	135,718.00	113,444.00	106,085.00	96,204.00	84,208.00	176,754.00	136,741.00	119,485.00	107,714.00	102,548.00	68,548.00	52,799.00	
Reserves													
<i>Revenue</i>	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	
<i>Capital</i>	20000	20000	20000	20000	20000	20000	20000	20000	20000	20000	20000	20000	
Available Balance c/f	90,718.00	68,444.00	61,085.00	51,204.00	39,208.00	131,754.00	91,741.00	74,485.00	62,714.00	57,548.00	23,548.00	7,799.00	7,799.00
Notes:													
Revenue spends:	April and October include PWL 1 repayment; May and November include PWL 2 repayment												
	June/August includes purchase/install of defibrillator												
	August includes CCTV contribution												
	September includes quarterly rent, audit fees(£2.4K)												
	October includes Insurance and Audit Fees												
	November includes replacement hot water system and drainage work HCCC (8K)												
	December includes Christmas lights (6K) and quarterly rent												
	March includes quarterly rent and revenue balance												