

Holmes Chapel Parish Council

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1 Church Walk, Holmes Chapel, Cheshire, CW4 7AZ

TO ALL MEMBERS OF THE PARISH COUNCIL

You are summoned to attend a meeting of the Parish Council on **Thursday 11 April 2019** at the Academy Suite, Holmes Chapel Community Centre, CW4 8AA at **7:00 p.m.**

AGENDA

Part 1- Matters to be considered with the Public and Press present.

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. To note the change in terms of public speaking following the recommendation received by the Clerk from CHALC.
4. **Public Speaking**- The Chairman will allow 15 minutes for the public to address the Council. Public may also address the meeting at the Chairman's discretion.
5. **Council Minutes** –To approve the minutes of the meetings held on the 7 March 2019 (Part 1 and Part 2) (Draft minutes circulated.)
6. **Committee Minutes** – to note the minutes, actions and recommendations of the committees which have met since the previous meeting on the 7 March 2019:
Village Infrastructure – 28th March 2019 (circulated separately)
Amenities – 4th April 2019 (circulated separately)
7. **Matters arising not covered elsewhere:**
To note any outstanding resolution actions by Committee (circulated separately)
8. **Planning applications** – To note the latest planning application summary (circulated separately)
9. **New Council – 2019-2023**
 - (i) To note the briefing report about what happens between the election on May 2nd 2019 and the new council meeting on 16 May 2019 (See Appendix 1)
 - (ii) To resolve to delegate authority to the Clerk (in consultation with the outgoing

Chairman where necessary) to deal with any business in between Full Council (11th April) and the new Council (16th May).

- 10. Operation London Bridge** - To note the report prepared by the Clerk on protocol in the event of the death of a senior royal/serving Prime Minister and resolve any actions (see Appendix 2).
- 11. Ward Members report** - to receive a report from any Ward Members present.
- 12. Village Fair** – To resolve whether to have a stall (see Appendix 3)
- 13. 75th Year Anniversary of the D-Day Landing** – To receive a verbal report from the Clerk.
- 14. Safeguarding Policies for Children and Adults at Risk** – to resolve to approve the updated Safeguarding Policies, updated due to the formation of the Youth Council. (see Appendix 4)
- 15. Connected Communities** – To receive a verbal report Cllr M. Ranger
- 16. Civic Ceremony** – to resolve to agree to hold a Civic Service for the Community on 23rd June 2019 at 10am.
- 17. Finance**
 - 16.1 Bank reconciliation**– to note the preliminary balance at 31 March 2019 is £109,287 See reports including cash flow forecast at Appendix 5
 - 16.2 Finance Member** - to receive a verbal report from the Finance Member
 - 16.2 Accounts for payment** – To approve the following payments as detailed in the schedule attached at Appendix 6.
 - 16.3 Asset Register** to approve the removal of streetlighting adopted by CEC from the Asset Register. See Report at Appendix 7
 - 16.4 Asset Register** to resolve to approve the updated Asset register (circulated separately)
 - 16.5 Grant application** – to consider the application received (see appendix 8)
- 18. Chairman and Clerk's reports** – To receive reports
- 19. Future Agenda items.**



Clerk of the Council

5 April 2019

Appendix 1



Holmes Chapel Parish Council

Report to:	Full Council
Meeting Date:	11 th April 2019
Agenda item:	9.1
Prepared by:	Tina Cartlidge
Subject:	New Council

After the last Full Council on 11th April 2019, Council business will continue as usual. Councillors officially stand down on 6th May 2019, but start again on 7th May 2019.

Purdah

Care needs to be taken during the period of Purdah (refer to information circulated on 7th March 2019).

Declaration of Acceptance of Office

From 7th May 2019 until councillors take their seat at the meeting on 16th May 2019 they can sign their Declaration of Acceptance of Office. This needs to be done in the presence of the Clerk/another Councillor.

1. You must NOT act as a Councillor until this form has been signed.
2. This cannot be signed before 7th May.

Election Spending Returns

You have 28 days from the date of the election (2nd May) to prepare and submit to the Returning Officer an election spending return. You must do this even if you are not claiming anything. *Please note that this is a legal requirement and not a request for payment.*

Register of Members Interests

Members will have 28 days from the date of signing the Declaration of Acceptance of Office to complete and return a Register of Members interests. This must be completed even if you are a returning councillor.

First Council meeting on 16th May

First item will be to elect a Chair and Vice Chair, who must sign an additional Declaration of Acceptance form.

Appendix 2



Holmes Chapel Parish Council

Report to:	Full Council
Meeting Date:	11 th April 2019
Agenda item:	10
Prepared by:	Tina Cartlidge
Subject:	Protocol for marking the death of a Senior Royal / Prime Minister / Serving MP

Background:

The Parish Council needs to consider what actions would be taken in the event of the death of a Senior Royal: The Queen, The Duke of Edinburgh, Prince of Wales or Duchess of Cornwall, Duke and Duchess of Cambridge. Consideration needs to also be taken about actions to take in the event of the death of a current/former Prime Minister, serving MP or any other prominent person.

Council needs to decide what level of response to take for each Senior Royal – bearing in mind the need for flexibility should there be an unexpected outpouring of public grief for a particular person.

10 Days of Official National Mourning:

D day	Date of Death
D day + 1	Proclamation Day (London) – Sovereign only
D day + 2	Proclamation Day – Sovereign only
D day + ?	Middle Sunday: Civic Services
D day 4-6 to 9	Lying in State
D day + 10	Day of the Funeral
D day + 11	Period of official mourning ends

Key elements of protocol:

Sign of mourning to be worn at official events e.g. black armbands/Chair chain covered in black.

Black ribbon on any portraits

Suggested Plan for The Queen:

Day of Death: depending of time of announcement:

- Photograph and written statement to be put onto the website.
- All Councillors and Staff to wear a black armband when acting on behalf of the Council or during opening hours of the office.
- Notice about the times/location of book of Condolence to be added to website.
- Notice about location where residents can leave flowers to be added to website.
- Review diary of events/meetings and Clerk to assess with Chair whether any should be postponed/cancelled.

D Day + 1:

- Book of Condolence available on table in office covered in a black table cloth. Photograph of the Queen to be surrounded with black ribbon
- Online Book of Condolence made available
- Councillors and Staff to wear black armbands when on Council business/during opening hours of the office.
- Letter of Condolence to be sent to next of kin.

D Day + 2:

- Consider holding a Proclamation event (at/after 4pm). Chair reads a Proclamation and all residents etc. are invited.
- Book of condolence available.
- Black armbands worn

D Day + ?: Civic service in local church (middle Sunday of the mourning period). Representatives from the Council to attend.

D Day 4-9:

- Book of Condolence available at times specified.
- Black armbands worn.
- If a service is held night before funeral, representatives from Council to attend.

D Day 10: Funeral

D Day + 11: Period of official mourning is over.

- Arrange for flowers to be collected.
- Book of Condolence archived.
- Website notice archived.
- Consider whether to have a memorial tree/bench.
- Portraits remain covered in black ribbon for month.

Suggested Plan for The Duke of Edinburgh / The Prince of Wales / The Duchess of Cornwall / Serving Prime Minister

Day of Death:

- Photograph and written statement to be put onto the website.
- All Councillors and Staff to wear a black armband when acting on behalf of the Council or during opening hours of the office.
- Notice about the times/location of book of Condolence to be added to website.
- Review diary of events/meetings and Clerk to assess with Chair whether any should be postponed/cancelled.

D Day + 1:

- Book of Condolence available on table in office covered in a black table cloth. Photograph of the deceased to be surrounded with black ribbon
- Online Book of Condolence made available
- Councillors and Staff to wear black armbands when on Council business/during opening hours of the office.
- Letter of Condolence to be sent to next of kin.

D Day + ?: Civic service in local church (middle Sunday of the mourning period). Representatives from the Council to attend.

D Day 4-9:

- Book of Condolence available at times specified.
- Black armbands worn.
- If service held night before funeral, representatives from Council to attend.

D Day 10: Funeral

D Day + 11: Period of official mourning is over.

- Book of Condolence archived.
- Website notice archived.
- Portraits remain covered in black ribbon for a month.

Draft proposal for serving MP/Prominent Person:

- Photograph and written statement on website.
- Black armbands worn at official events.

Other actions to be considered in light of assessment of levels of public grief.

To consider:

1. Book of Condolence:

Would the Parish Council have a Book of Condolence available in the office? For which royals?

Official book of condolence or loose leaf file so can add/remove pages?

Storage after? Local archives/PC archives?

Online Book of Condolence?

2. Mourning clothing:

Would Councillors/Staff be required to wear mourning clothing at official events?

e.g. black armbands, rosettes, black ties etc....

3. Flowers:

Where would the PC like flowers to be placed?

How long would flowers be left? Suggestion, duration of the mourning period

Where would the flowers be taken after? Compost? Ceremonial removal of flowers involving local community?

4. Meetings/Events

Consider whether meetings/events would be cancelled out of respect or mourning clothing worn at them.

5. Local proclamation:

Consider whether the Chair of the PC would read a public proclamation.

Where would this take place? Who would stand with the Chair? Who would be invited?

6. Memorial?

Would the PC wish to plant a tree/memorial bench in memory of person?

Estimate of possible costings:

Item	Cost (£)
Book of condolence	15-30 pbk (Amazon)
Black ribbon (to surround photograph)	2 (the ribbon room)
Black table cloth	12 (Amazon)
Framed Portraits	20-95
Black armbands	2 p armband (ebay)
Clearing away of flowers	Contact ANSA/Streetscape

Recommendations for action:

1. Clerk to prepare a written statement (from Chair) for the Queen, Duke of Edinburgh, Prince of Wales and Duchess of Cornwall and photo of deceased ready for the website. Wording to be approved by Council.
2. Clerk to prepare individual protocol for Council approval for the Queen, Duke of Edinburgh, Prince of Wales and Duchess of Cornwall based on the suggestions made.
3. Council to delegate authority to the Clerk to purchase, up to the sum of £300:
 - Mourning clothing such as black armbands to be stored until required.
 - Two Condolence books
 - Black table cloth & black ribbon to be stored until required.
 - Photos/frames of the Queen/Duke of Edinburgh
4. Talk with local churches, British Legion, Uniformed groups, Cheshire East Council etc. about their plans.
5. Investigate options for an Online Book of Condolence.

Appendix 3

Holmes Chapel Village Fair The Victoria Club, Holmes Chapel Sunday 7th July 2019

March 2019

Dear Stallholder,

We are sending you this booking form because you have either attended the Village Fair or the Christmas Market in a previous year or expressed an interest for this year. For the 2019 community event, the Victoria Club are hosting the Village Fair and providing entertainment throughout the day as well as a wide variety of refreshments. The administration of all the stalls is being handled by Dane Sound Community Radio in Holmes Chapel to help with their fundraising. We are looking forward to another successful community event in the village.

Please find attached the booking form which needs to be returned as soon as possible. The price for 2019 is £20 for a business & £15 for a charity/non-profit organisation. There are 50 pitches this year and we will allocate them on a first come first served basis. There will be a slightly different layout for the fair this year, however, please indicate on the booking form if you have a preferred spot. The price is just for the pitch, it does not include a table, chair or a gazebo. However, 6ft trestle tables can be booked at £5 each or you can provide your own. You will need to bring your own awning / gazebo & seating and you must indicate if you need a power supply. The enclosed booking form should be sent to Holmes Chapel Village Fair 2019, c/o The Print Room, 5 Church Walk, Holmes Chapel CW4 7AZ by Monday 3rd June, or you can email it to us at hcvillagefair@hotmail.com. **Please do not send any payment yet – payment instructions will be provided in due course.**

Your site should be set up by 12 noon when the fair opens, and you can arrive from 10am onwards. You can bring your vehicle onto the site, unload and then park around the perimeter of the field. If you need to arrive earlier please let us know either on the form, by email or telephone. The fair closes at 4pm and we ask that you do not start to pack up until the end – unless you sell out of course!

Please provide a detailed description of your stall activities/products so that we can offer a wide variety of attractions for our visitors and avoid duplication on the day. If you are fund raising, please think of new & innovative ways of raising money and attracting visitors to your stall. We will make a note of the date forms are returned and if necessary, accept applications on a first come first in basis.

Once you have registered and paid for your pitch, we will be advertising your attendance on social media. Please like and share our Facebook page to help support the marketing of the event @HCVillageFair.

We look forward to hearing from you soon. We can be contacted via email at hcvillagefair@hotmail.com or by leaving a message on 07887 768296.

Kind regards

Marie Bennett
Holmes Chapel Village Fair

Appendix 4

Background

With the introduction of the Youth Council, Council needs to ensure all safeguarding policies are up to date and robust. The Clerk has prepared two policies; one for adults at risk and the other for children.



Adults at Risk Safeguarding Policy & Procedure

Introduction

Holmes Chapel Parish Council is committed to ensuring that all employees, Councillors and those who come into contact with the Parish Council are safeguarded in line with the provisions of the Working Together 2014 of the Care Act 2014 and the Mental Capacity Act 2005 (PHSA 3.1, 3.7).

Adult Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action.

It must be recognised that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances. People have complex lives and being safe is only one of the things they want for themselves.

1. Scope of the Policy and Procedure

The aim of this policy and procedure is to ensure-

- the safety of adults at risk by outlining clear procedures and
- that all staff and Councillors within Holmes Chapel Parish Council are clear about their responsibilities and are trained adequately
- service plans consider the need to safeguard adults at risk (PHSA 2.4)

2. Definition of Adult at risk

An adult at risk is a person aged 18 or over; who

- has needs for care and support (whether or not the local authority is meeting any of those needs), and
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

This may include a person who:

- is an older person who is frail due to ill health, physical disability or cognitive impairment;
- has a learning disability;
- has a physical disability and/or a sensory impairment /or communication difficulty i.e. autism
- has mental health needs including dementia or a personality disorder;
- has a long-term illness/condition;
- misuses substances or alcohol;
- lacks capacity to make specific decisions to make particular decisions

Within the services provided by Holmes Chapel Parish Council, adults at risk could be present in any group or session or enter the office to feedback to staff/Councillors, so this safeguarding policy statement is applicable throughout all of Holmes Chapel Parish Council activities and provision. In the case of suspected abuse initially staff or Councillors should raise an alert and submit this to the named Safeguarding lead who will contact the Cheshire East Adult Social Care see below, and other authorities as applicable. (PHSA 4.3)

What is abuse?

Abuse of an adult can take many forms. Abuse is a violation of an individual's human and civil rights by any other person or persons. It can take a variety of forms and can be both overt and covert. The following list is not exhaustive, but is illustrative of the kinds of abuse that might be experienced.

- Physical (including Female Genital Mutilation and Honour Based Violence)
- Domestic Abuse
- Psychological
- Sexual abuse
- Financial or material abuse
- Modern Slavery and Human Trafficking
- Neglect & Acts of Omission
- Discrimination abuse
- Organisational abuse
- Self-Neglect
- Deprivation Of Liberty

3. Standards

(a) Holmes Chapel Parish Council staff and Councillors (PHSA 2.3) are required to:

- Where appropriate and required by regulations have a Disclosure and Barring Service (DBS) check when they commence employment. Where this has not been undertaken staff will not be allowed to work with adults at risk unless supervised by a member of staff who has had a clear DBS check. (PHSA 7.2)

- Demonstrate respect for all service users as individuals in all matters.
- Reflect on their own approach and style, recognising the inherent power their position bestows.
- Undertake relevant training in safeguarding, disclosure and diversity matters, where required. Ask a senior member of staff if they have any uncertainties about how to deal with a specific service user. (PHSA 7.1)
- Ensure that all those who come into contact with the Parish Council experience a suitable and supportive environment.
- Ensure that the Equality and Diversity policy and Complaints policy are accessible to all through the website.
- Invite and encourage constructive feedback about standards and styles of behaviour and promote an open and honest culture of respect for diversity.
- Deal with complaints of abuse, unfair treatment or harassment and bullying promptly, sensitively, confidentially and in accordance with procedures
- Report any incidents immediately to any relevant partners.

(b) Dealing with claims of abuse perpetrated by internal members of staff

This Policy specifically ensures that claims made of abuse by internal staff will be investigated and dealt with.

4. Safeguarding lead

The details of the named contact for Holmes Chapel Parish Council is: Tina Cartlidge (Clerk to the Council). In cases where the lead person is not available, there is an allegation against the lead person, or there is a difference of opinion with the lead person contact Sue McKay (Admin Assistant) (PHSA 1.1, 1.2, 3.5)

The named person will have full awareness of the policy and procedures guidelines and have attended training on safeguarding endorsed by the local Safeguarding Board.

The named contact will be a single point of contact for the organisation in relation to:

- Child Sexual Exploitation
- Female genital Mutilation
- Prevent
- Domestic Abuse
- Honour Based Violence
- Forced Marriage
- Mental Capacity Act
- Deprivation of Liberty Safeguards
- Trafficking / Modern Slavery

Safeguarding Procedure

1. First steps

If you think abuse has or may have occurred act immediately. It is the responsibility of the person first becoming aware of a situation where there may be an adult subject to, or at risk of, abuse to make safe and deal with the immediate needs of the person. This may mean

taking reasonable steps to ensure the adult is in no immediate danger and seeking medical treatment if required as a matter of urgency.

Do NOT discuss the allegation of abuse with the alleged perpetrator.

Do NOT disturb or destroy articles that could be used in evidence. Where an assault of some kind is suspected do not wash or bathe the person unless this is associated with first aid treatment necessary to prevent further harm.

Do NOT discuss concerns or disclosures with other members of staff other than the safeguarding lead. (PHSA 3.2)

If the allegation is about a staff member or Councillors of any organisation, ensure that the allegation is properly managed. Tell your safeguarding lead or another Councillor if your safeguarding lead is unavailable or is implicated in the allegation.

Contact the police if it is thought a crime has just been committed. Telephone 101 or 999 if an emergency

Record details of the allegation as soon as possible somewhere that can be kept secure.

Include :

- a) the allegation or concerns, including the date and time of the incident,
- b) what the adult at risk said about the abuse and how it occurred or what has been reported to you.
- c) The appearance and behaviour of the victim.
- d) Any injuries observed.
- e) Whether any dependants are also at risk (PHSA 4.4)

(PHSA 1.3)

2. If the allegation is against a member of staff or a Councillor of Holmes Chapel Parish Council (PHSA 3.6)

Holmes Chapel Parish Council will ensure that any allegations made against members or a member of staff will be dealt with swiftly and in accordance with these procedures:

* The worker must ensure that the adult at risk is safe and away from the person against whom the allegation is made.

* The named person for safeguarding should be informed immediately.

* In the case of an allegation involving the named person, alternative arrangements should be sought to ensure that the matter is dealt with by an independent person.

* The named person should contact the local authority social services team for advice on how to proceed with the immediate situation. Outside of working hours the Emergency Duty Team can give advice and/or in the event of an emergency situation arising, the police.

* The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the

incident/receiving the report. It is important that the report is an accurate description. The named person (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from either the police and/or social services.

* Regardless of whether a police and/or social services investigation follows, Holmes Chapel Parish Council will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependant on the nature of the incident.

* Whistle blowing will not prejudice the position or prospects of Holmes Chapel Parish Council staff or Councillors (PHSA 3.3)

3. Bring the concern to the attention of your Safeguarding Lead

It is the responsibility of the Safeguarding Lead to:

1. Decide without delay on the most appropriate course of action once the allegation or suspicion of abuse has been raised.

2. Deal with any immediate needs:

- a) Ensure that the victim of the alleged abuse is safe
- b) Ensure that any necessary emergency medical treatment is arranged
- c) Ensure that no forensic evidence is lost
- d) If the alleged perpetrator is also an adult at risk, ensure that another member of staff/manager is allocated to attend to their needs and ensure that other service users are not put at risk.

3. Clarify the facts stated by the member of staff but do NOT in any circumstances discuss the allegation of abuse with the alleged perpetrator or, if possible, the victim.

4. Check that the circumstances fall within the safeguarding adults procedure i.e. meeting the definition of abuse as defined in this Policy and Procedure.

5. Address issues of consent and confidentiality, taking care to not promise confidentiality

6. A formal referral must be made on the same day as the alert is raised when:

- a crime has been, could have been, or yet could be committed.
- There is a suspicion that an abuse has taken place.
- The allegation involves a child
- The alleged perpetrator is themselves an adult at risk.
- They are unsure if abuse has taken place

7. Where a decision is made NOT to refer, the alert must be recorded, with the reasons for the decision not to refer.

8. All incidents, allegations of abuse and complaints must be recorded , monitored and available for internal and external audit. (PHSA 2.1, 2.2)

The referral stage

This involves bringing the concern regarding alleged abuse or potential abuse formally to the

attention of the following authorities as appropriate:

- All referrals should be made to: **Cheshire East Adult Social care**
The following number should be called **0300 123 5010**
- The police if you think a crime may have been committed - Tel: 101 and specify it is a safeguarding issue (999 in an emergency).
- If a child is also at risk contact Children's Services Tel: 0300 123 5012
- Outside normal office hours, or on weekends or Bank Holidays, contact should be made for childrens and adults on the **out of hours** number **0300 123 5022**.
The person making the referral should ideally have the following information available; however, the lack of any of this information should not delay the referral:
 - The name of the adult
 - Date of birth and age
 - Address and telephone number
 - Why the adult is considered to be at risk
 - Whether consent has been obtained for the referral, and if not the reasons e.g. the adult lacks mental capacity or there is an over-riding public interest (e.g. where other adults or children are at risk)
 - What the person involved has said they want to happen next (the referral needs to be made, with details of those involved even if the person has not given consent, but this needs to be included in the information given)
 - Whether there are any concerns or doubts about the mental capacity of the adult at risk
 - Whether the police are aware of the allegation, and whether a police investigation is underway
 - If possible, use the Cheshire East Safeguarding referral form (appendix 2)

What happens next?

The designated lead should receive acknowledgement of the referral from the relevant agency, and be given feedback about what happens next. This will not always be appropriate to pass on to the person completing the first account report.

POLICY DATED : 11th April 2019

REVIEW DATE : *April 2020*

Cheshire East Council Adult Safeguarding Referral Form



ADULT SAFEGUARDING FIRST ACCOUNT REPORT

To be filled in by the person who heard, saw or suspects that abuse has happened.

Crewe: Creweandnantwichadultsocialcareteam@cheshireeast.gov.uk
 Congleton: Congletonandsandbachadultsocialcareteam@cheshireeast.gov.uk
 Wilmslow: Wilmslowandknutsfordadultsocialcareteam@cheshireeast.gov.uk
 Macclesfield: Macclesfieldadultsocialcareteam@cheshireeast.gov.uk
 CMHT Macc: MentalhealthMaccAdmin@cheshireeast.gov.uk – 01625 505696
 CMHT Crewe: MentalhealthCreweAdmin@cheshireeast.gov.uk – 01270 655287

For people already open to CMHT

Macclesfield Hospital Social Work Team/Leighton Hospital Social Work Team:
Macclesfield.hospital@cheshireeast.gov.uk
Leightonsocialworkteamadmin@cheshireeast.gov.uk

For people in hospital

DATE :	TIME:
NAME OF ADULT AT RISK:	
D.O.B:	
PARIS ID:	
ADDRESS:	
POSTCODE:	

NAME OF GP:
ADDRESS:
POSTCODE:

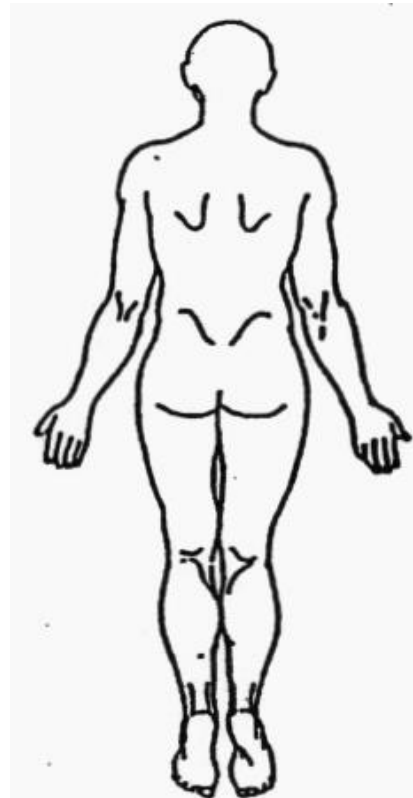
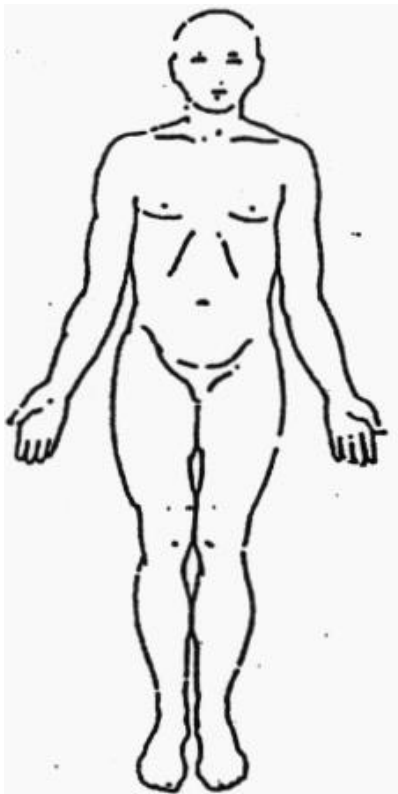
PERSON REPORTING THE INCIDENT:
NAME TEL
RELATIONSHIP TO ALLEGED PERSON AT RISK:

Account
 Please write below a factual account of what you saw or heard. Please continue on further sheets as required, number them, and sign and date the statement as it may be used in evidence. Suggestions for inclusion in the account:

What happened? (tell me, describe to me, explain to me)
When did it happen? Who is involved? Where did it happen? (continue on extra sheets if required)

Contd...

Contd.....



Office use only:

Action taken by receiving team:

S42 Enquiry Non S42 Complaint Quality of Care issue

Needs assessment /Carers assessment



Children's Safeguarding Policy & Procedure

Introduction

Holmes Chapel Parish Council believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them.

What is meant by children?

A child for safeguarding purposes is any person between birth and under the age of 18. There are some exceptions to this: Children who are placed in local authority care are usually classed as children until aged 21, and those with some special needs are regarded as children while aged Under 25. Unborn children should also be considered in this policy.

Holmes Chapel Parish Council recognises that:

- The welfare of the child/young person is paramount
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

The purpose of the policy:

- To provide protection for the children and young people who receive Holmes Chapel Parish Council services, including the children of adult members or users.
- To provide staff and Councillors with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.
- This policy applies to all staff, and Councillors or anyone working on behalf of Holmes Chapel Parish Council.

We will seek to safeguard children and young people by:

- Valuing them, listening to and respecting them
- Adopting child protection guidelines through procedures and a code of conduct for staff and councillors
- Recruiting staff and volunteers safely, ensuring all necessary checks are made; including Disclosure and Barring Service (DBS) checks when appropriate.
- Sharing information about child protection and good practice with children, parents, staff and volunteers
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- Providing effective management for staff and Councillors through supervision, support and training and ensuring it remains up to date.

Standards

(a) Holmes Chapel Parish staff and Councillors (PHSA 2.3) are required to:

* Where appropriate and required by regulations have a Disclosure and Barring Service (DBS) check. (PHSA 7.2)

* Demonstrate respect for all service users as individuals in all matters.

* Reflect on their own approach and style, recognising the inherent power their position bestows.

* Undertake relevant training in safeguarding, disclosure and diversity matters, where required. Ask a senior member of staff if they have any uncertainties about how to deal with a specific service user. (PHSA 7.1)

* Ensure that all those who come into contact with the Parish Council experience a suitable and supportive environment.

* Ensure that the Equality and Diversity policy and Complaints policy are accessible to all through the website.

* Invite and encourage constructive feedback about standards and styles of behaviour and promote an open and honest culture of respect for diversity.

* Deal with complaints of abuse, unfair treatment or harassment and bullying promptly, sensitively, confidentially and in accordance with procedures

* Report any incidents immediately to any relevant partners or commissioners.

(b) Dealing with claims of abuse perpetrated by internal members of staff

This Policy specifically ensures that claims made of abuse by internal staff will be investigated and dealt with.

Designated Person

Safeguarding lead

The details of the named contact for Holmes Chapel Parish Council is : Tina Cartlidge (Clerk to the Council). In cases where the lead person is not available, there is an allegation against the lead person, or there is a difference of opinion with the lead person contact Sue McKay (Admin Assistant) (PHSA 1.1,1.2, 3.5)

The named person will have full awareness of the policy and procedures guidelines.

The named contact will be a single point of contact for the organisation in relation to:

- * Child Sexual Exploitation
- * Female genital Mutilation
- * Prevent
- * Domestic Abuse
- * Honour Based Violence
- * Forced Marriage
- * Mental Capacity Act
- * Deprivation of Liberty Safeguards
- * Trafficking / Modern Slavery

In the event of any concerns regarding a child then the named contact or deputy will be informed at the earliest available opportunity.

If necessary the named person will inform the relevant Social Services Department without delay and the management committee. The named person will also ensure that the child protection policy and procedures are kept up to date and reviewed.

If there are concerns about sharing the above information with a colleague you can contact Cheshire East Consultation Service 0300 123 5012 (office hours) or 0300 123 5022 (out of hours), or the police direct, or the NSPCC Child Protection Helpline on 0808 800 5000.

1. First steps

If someone discloses that they are being abused, whether in the home or the setting, then upon receiving the information, you should:

- React calmly
- Reassure the child that they were right to tell and that they are not to blame and take what the child says seriously
- Keep questions to an absolute minimum to ensure a clear and accurate understanding of what has been said. Don't ask about explicit details
- Reassure but do not promise confidentiality, which might not be feasible in the light of subsequent developments
- Inform the child/young person what you will do next
- Make a full and written record of what has been said/heard as soon as possible and don't delay in passing on the information.

If you think abuse has or may have occurred act immediately. It is the responsibility of the person first becoming aware of a situation where there may be a child subject to, or at risk of, abuse to make safe and deal with the immediate needs of the person. This may mean taking reasonable steps to ensure the child is in no immediate danger and seeking medical treatment if required as a matter of urgency.

Do NOT discuss the allegation of abuse with the alleged perpetrator.

Do NOT disturb or destroy articles that could be used in evidence. Where an assault of some kind is suspected do not wash or bathe the person unless this is associated with first aid treatment necessary to prevent further harm.

Do NOT discuss concerns or disclosures with other members of staff other than the safeguarding lead. (PHSA 3.2)

Contact the police if it is thought a crime has just been committed. Telephone 101 or 999 if an emergency

The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. This is the 'report of the first account' and must be kept securely. It is important that the report is an accurate description. The named person (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from either the police and/or social care teams and should include include :

- a) The allegation or concerns, including the date and time of the incident or allegation
- b) The child's name, age and date of birth
- c) The child's home address and telephone number
- d) Whether or not the person making the report is expressing his or her own concerns of those of someone else, making a clear distinction between what is fact, opinion or hearsay
- e) What the child said about the abuse and how it occurred or what has been reported to you.
- f) The appearance and behaviour of the victim.
- g) Any injuries observed.
- h) Details of witnesses to the incidents
- i) Have the parents been contacted? And if so, what has been said?
- j) Has anyone else been consulted? If so, record details
- k) Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact that took the referral should be recorded.
- l) Whether any other children are also at risk (PHSA 4.4)

(PHSA 1.3)

2. If the allegation is against a member of staff or Councillor of Holmes Chapel Parish Council (PHSA 3.6)

Holmes Chapel Parish Council will ensure that any allegations made against Councillors or a member of staff will be dealt with swiftly and in accordance with these procedures:

- * The worker must ensure that that the child is safe and away from the person against whom the allegation is made.
- * The named person for safeguarding should be informed immediately.
- * In the case of an allegation involving the named person, alternative arrangements should be sought to ensure that the matter is dealt with by an independent person. (Note: this could be a Councillor and someone believed to be independent of the allegations being made).
- * The named person should contact the Cheshire East Consultation Service (ChECS) and the Local Authority Designated Officer (LADO) for advice on how to proceed with the immediate situation. Outside of working hours the Emergency Duty Team can give advice and/or in the event of an emergency situation arising, the police.
- * The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. This is the 'report of the first account'. It is important that the report is an accurate description. The named person (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from either the police and/or social services.
- * Regardless of whether a police and/or social services investigation follows, Holmes Chapel Parish Council will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependant on the nature of the incident.
- * Whistle blowing will not prejudice the position or prospects of Holmes Chapel Parish Council staff or Councillors (PHSA 3.3)

3. Bring the concern to the attention of your Safeguarding Lead

It is the responsibility of the Safeguarding Lead to:

1. Decide without delay on the most appropriate course of action once the allegation or suspicion of abuse has been raised.
2. Deal with any immediate needs:
 - a) Ensure that the victim of the alleged abuse is safe
 - b) Ensure that any necessary emergency medical treatment is arranged
 - c) Ensure that no forensic evidence is lost
3. If the alleged perpetrator is also a child, ensure that another member of Holmes Chapel Parish Council is allocated to attend to their needs and ensure that other service users are not put at risk.
4. Clarify the facts stated but do NOT in any circumstances discuss the allegation of abuse with the alleged perpetrator or, if possible, the victim.
5. Check that the circumstances fall within the safeguarding children procedure i.e. meeting the definition of abuse as defined in this Policy and Procedure.
6. Address issues of consent and confidentiality, taking care not to promise confidentiality
7. A formal referral must be made on the same day as the alert is raised when:
 - a crime has been, could have been, or yet could be committed.
 - there is a suspicion that an abuse has taken place.

- The allegation involves a child
 - They are unsure if abuse has taken place
8. Where a decision is made NOT to refer, the alert must be recorded, with the reasons for the decision not to refer.
 9. All incidents, allegations of abuse and complaints must be recorded , monitored and available for internal and external audit. (PHSA 2.1, 2.2)

The referral stage

Services for Children and Young People, Children's Social Care, have a statutory duty under The Children Act 1989 to ensure the welfare of a child. When a child protection referral is made, they have a legal responsibility to investigate and all agencies have a duty to co-operate with those investigations. This may involve talking to the child and their family, and gathering information from other people who know the child. Enquiries may be carried out jointly with the police. Clearly then concerns about children must not be taken lightly.

This involves bringing the concern regarding alleged abuse or potential abuse formally to the attention of the following authorities as appropriate:

- * All referrals should be made to: Children's Social Care Tel: 0300 123 5012 (office hours) or 0300 123 5022 (out of hours).
- * The police if you think a crime may have been committed - Tel: 101 and specify it is a safeguarding issue (999 in an emergency).

The person making the referral should ideally have the following information available; however, the lack of any of this information should not delay the referral:

- * The name of the child
- * Date of birth and age
- * Address and telephone number
- * Why the child is considered to be at risk
- * Whether the police are aware of the allegation, and whether a police investigation is underway
- * If possible, use the Cheshire East Safeguarding referral form
<http://www.cheshireeastlscb.org.uk/professionals/procedures-and-guidance.aspx>

What happens next?

Once a referral has been made a decision will be made and one of the following actions will be taken:

At the end of the referral discussion, the referrer and Children's social care should be clear about the proposed action, who will be taking it, timescales and whether no further action will be taken.

Referral outcomes about a child, where there may be concerns, typically fall in to four categories and pathways:

- No further action, which may include information to signpost to other agencies;
- Early help - referrals for intervention and prevention services within the Common Assessment Framework and Early Help services range of provision;

- Child in Need services - assessment to be undertaken by Children's Social Care (Section 17 CA 1989);
- Child Protection services - assessment and child protection enquiries to be undertaken by Children's Social Care (Section 47 CA 1989) with active involvement of other agencies such as the police.

For further information: http://www.proceduresonline.com/pancheshire/cheshire_east/p_referrals.html

Local Safeguarding Boards

The Local Safeguarding Boards are multi-agency organisations that provide strategic leadership for the development of safeguarding policy and practice.

Cheshire East Council: Cheshire East Consultation Service

<http://www.cheshireeastlscb.org.uk>

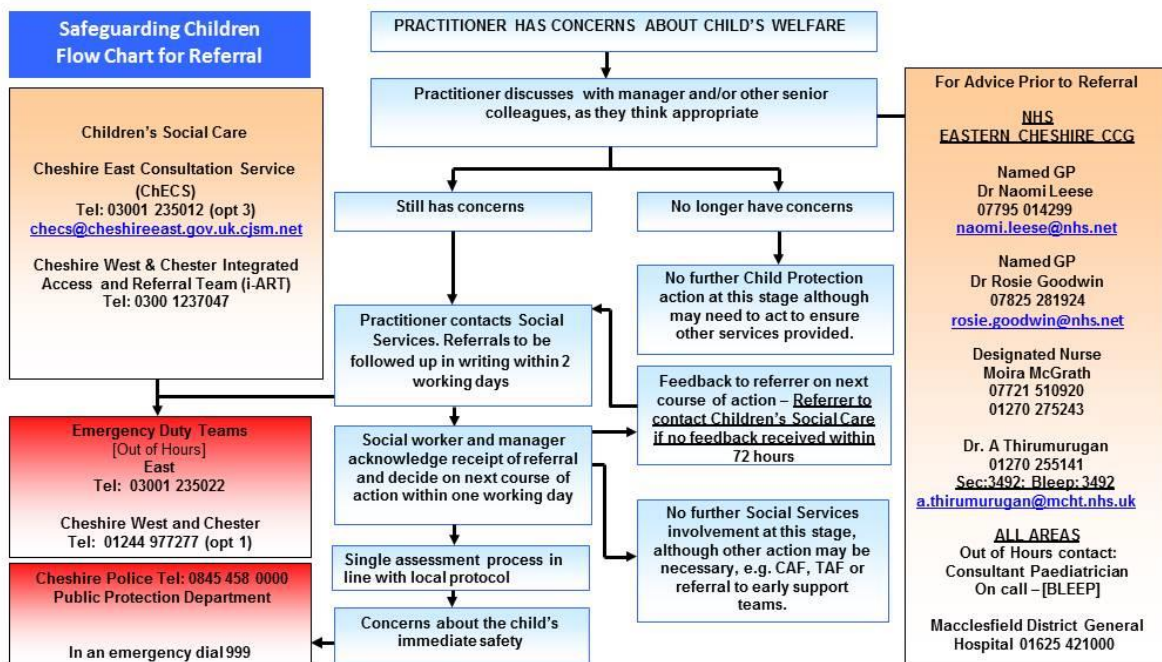
We are also committed to reviewing our policy and good practice annually.

POLICY DATED: 11th April 2019

REVIEW DATE : April 2020

What To Do if you are worried a child is being abused


Eastern Cheshire
Clinical Commissioning Group



3 Jan 2017

Appendix 5

Printed on : 03/04/2019

At : 12:53

Holmes Chapel Parish Council 2018/2019

PRELIMINARY Balance Sheet as at 31 March 2019

31 March 2018

31 March 2019

31 March 2018		31 March 2019	
Current Assets			
1,004	Debtors	0	
1,309	VAT control	3,035	
4,107	Prepayments	0	
8,353	Current A/c	13,395	
24,629	Business Saver	27,857	
55,000	CCLA Deposit Fund - 0117530001	65,000	
94,402			109,287
94,402	Total Assets		109,287
Current Liabilities			
294	Creditors	0	
1,200	Accruals	0	
1,494			0
92,908	Total Assets Less Current Liabilities		109,287
Represented By			
10,928	Revenue Expenditure		8,270
25,000	Revenue Reserves		25,000
36,980	Capital Fund		36,017
20,000	Capital Reserves		40,000
92,908			<u>109,287</u>

Holmes Chapel Parish Council 2018/2019

PRELIMINARY

Income and Expenditure Account for Year Ended 31 March 2019

31 March 2018		31 March 2019
	Operating Income	
198,447	Council Income	210,011
2,060	Grants & Donations	1,832
1,328	Village Maintenance	840
12,059	Youth Facilities Project	0
100	Holmes Chapel Partnership	5,249
	Total Income	
213,994		217,932
	Running Costs	
35,078	Employees	43,947
4,876	Premises	4,848
2,215	Office Services	3,144
1,810	Communications	1,848
540	Members	439
12,096	Professional Services	10,946
1,588	Subscriptions	1,704
2,350	Grants & Donations	4,373
14,519	Village Services	18,667
5,332	Village Maintenance	8,685
75,893	HC Community Centre Revenue	69,669
9,960	HC Community Centre Project	19,420
25,203	Youth Facilities Project	1,321
20,245	River Croco Path Project	0
1,307	Village Centre Improvements	7,326
0	Highways & Infrastructure	5,216
	Total Expenditure	
213,013		201,553
	General Fund Analysis	
66,927	Opening Balance	10,928
213,994	Plus : Income for Year	217,932
280,921		228,860
213,013	Less : Expenditure for Year	201,553
67,908		27,307
20,000	Transfers TO / FROM Reserves	(16,980)
47,908	Preliminary Closing Balance	44,287

12:54

Detailed Income & Expenditure by Budget Heading 31 March 2019

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>100 Council Income</u>						
1176 Precept	209,406	209,406	0			100.0%
1180 Bank Interest	611	120	(491)			508.9%
1999 Miscellaneous Income	(6)	0	6			0.0%
<u>101 Employees</u>						
4000 Salaries & Related Costs	(43,363)	(38,000)	(5,363)		(5,363)	114.1%
4010 Staff Training	(265)	(500)	235		235	53.0%
4015 Staff Expenses & Subscriptions	(319)	(400)	81		81	79.8%
<u>102 Premises</u>						
4030 Rent	(3,750)	(3,750)	0		0	100.0%
4035 Electricity	(614)	(1,000)	386		386	61.4%
4036 Water	(185)	(200)	15		15	92.5%
4037 Premises Insurance	(105)	(170)	65		65	61.6%
4039 Property Repairs & Maintenance	(194)	(500)	306		306	38.8%
<u>103 Office Services</u>						
4050 Telephones/Internet Office	(1,327)	(1,200)	(127)		(127)	110.5%
4053 Office Consumables	(71)	(200)	129		129	35.6%
4054 Printing Misc	(97)	(100)	3		3	97.2%
4055 Postage	(37)	(50)	13		13	74.8%
4056 Photocopier/Printers	(737)	(600)	(137)		(137)	122.8%
4057 Stationery and Newspapers	(307)	(300)	(7)		(7)	102.2%
4058 Office Equipment Purchases	(252)	(600)	348		348	41.9%
4059 Office Equipment Maintenance	0	(100)	100		100	0.0%
4060 Software Support	(317)	(250)	(67)		(67)	126.8%
<u>104 Communications</u>						
4070 Newsletter/ Publicity Printing	(1,020)	(1,200)	180		180	85.0%
4075 Web Site - host/licen/support	(626)	(800)	174		174	78.3%
4076 Web site - Additional Work	0	(1,000)	1,000		1,000	0.0%
4078 Annual PC Public Events	(202)	(300)	98		98	67.4%
<u>105 Members</u>						
4080 Members Expenses	0	(100)	100		100	0.0%
4081 Room Hire	(194)	(200)	6		6	96.9%
4082 Members' Training	0	(300)	300		300	0.0%
4085 Chairman's Allowance	(246)	(250)	4		4	98.3%
<u>106 Professional Services</u>						
4090 Legal & Professional Fees	(635)	(700)	65		65	90.7%
4091 Audit Fees	5	(1,250)	1,255		1,255	(0.4%)
4095 Insurance	(9,883)	(8,000)	(1,883)		(1,883)	123.5%
4096 Bank Charges	(193)	(250)	57		57	77.2%

Continued over page

Detailed Income & Expenditure by Budget Heading 31 March 2019

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4097 Payroll Services	(240)	(240)	0		0	100.0%
4099 General Data Protection Regs	0	(500)	500		500	0.0%
<u>108 Subscriptions</u>						
4110 Chalc Subscriptions	(1,504)	(1,550)	46		46	97.0%
4111 Subscriptions Other	(200)	(200)	0		0	100.0%
<u>109 Grants & Donations</u>						
1001 Donations Received	1,832	0	(1,832)			0.0%
4120 Grants S137	(1,073)	(2,000)	927		927	53.6%
4125 Grant Partnership (Christmas M	(800)	(500)	(300)		(300)	160.0%
4126 Grant Cemetery Development	(2,500)	(2,500)	0		0	100.0%
<u>121 Village Services</u>						
4200 Village Competition	(66)	(150)	84		84	44.1%
4201 Church Floodlights	(404)	(600)	196		196	67.3%
4202 Christmas Activities	0	(400)	400		400	0.0%
4203 Christmas Lights Maintenance	(5,760)	(5,700)	(60)		(60)	101.1%
4204 CCTV	(6,288)	(5,700)	(588)		(588)	110.3%
4205 Lengthsman	(5,749)	(7,500)	1,751		1,751	76.7%
4210 Remembrance Day Activities	(400)	(400)	0		0	100.0%
<u>122 Village Maintenance</u>						
1027 Memorial Donations	840	0	(840)			0.0%
4249 Street Lighting - repairs	0	(500)	500		500	0.0%
4250 Street Lighting-electricity	(225)	(550)	325		325	40.9%
4251 Highways & Road Safety	(488)	(500)	12		12	97.5%
4253 Plants/Baskets Purchases	(579)	(750)	171		171	77.2%
4254 Plants/Baskets Maintenance	(995)	(1,200)	205		205	82.9%
4255 Dane Meadow Maintenance	(144)	(1,500)	1,356		1,356	9.6%
4256 Recreation Services/Maint	0	(250)	250		250	0.0%
4258 Street Furniture Maintenance	(465)	(500)	35		35	93.0%
4260 Donated Memorials	(640)	0	(640)		(640)	0.0%
4261 Grant Funded Improvements	(5,149)	0	(5,149)		(5,149)	0.0%
<u>125 HC Community Centre Revenue</u>						
4270 HCCC Roofing Maintenance	(2,100)	(4,000)	1,900		1,900	52.5%
4271 HCCC Boundary & Hedge Maint	(1,565)	(1,600)	35		35	97.8%
4272 HCCC Maintenance/Other Work	(1,138)	(1,900)	762		762	59.9%
4275 Public Works Loan 1 Repayment	(55,636)	(55,636)	0		0	100.0%
4276 Public Works Loan 2 Repayment	(9,230)	(9,230)	0		0	100.0%
<u>134 HC Community Centre Project</u>						
4581 HCCC Car Park	(19,420)	(25,055)	5,635		5,635	77.5%
4583 HCCC Conservatory Work	0	(8,000)	8,000		8,000	0.0%

Continued over page

Detailed Income & Expenditure by Budget Heading 31 March 2019

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>135 Youth Facilities Project</u>						
4601 Skate Park Retention	(1,321)	(1,321)	0		0	100.0%
<u>141 Holmes Chapel Partnership</u>						
1020 Partnership Income	5,249	0	(5,249)			0.0%
<u>150 Village Centre Improvements</u>						
4500 Conservation Area Signage	(3,847)	(3,000)	(847)		(847)	128.2%
4507 Village Centre Paths	0	(3,000)	3,000		3,000	0.0%
4510 Christmas Lights	(3,179)	(3,000)	(179)		(179)	106.0%
4515 Village Centre Fixtures	(300)	0	(300)		(300)	0.0%
<u>153 Highways & Infrastructure</u>						
4520 Brookfield Drive / Chester Roa	0	(1,000)	1,000		1,000	0.0%
4525 SID Post & Solar Panel	(271)	(4,000)	3,729		3,729	6.8%
4530 CCTV Camera	(4,945)	(4,945)	0		0	100.0%
Grand Totals:- Income	217,932	209,526	(8,406)			104.0%
Expenditure	201,553	221,647	20,094	0	20,094	90.9%
Net Income over Expenditure	16,379	(12,121)	(28,500)			
plus Transfers from EMR	33,283					
Movement to/(from) Gen Reserve	49,662					

Cash Flow Forecast 2018/19		PRELIMINARY to 31 March 2019											
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TOTALS
Carried Forward	92,908.00	116,495.00	106,394.00	99,786.00	95,198.00	92,082.00	160,937.00	112,954.00	105,406.00	70,155.00	67,406.00	60,263.00	
Precept Income	104,703.00					104,703.00							209,406.00
Grant Income													0.00
VAT Reclaimed													0.00
Bank Interest		24.00	61.00	28.00	31.00	134.00	41.00		129.00	41.00	42.00	80.00	611.00
Other Income	-7.00		640.00			200.00	4,949.00		300.00	1,832.00		1.00	7,915.00
17/18 Year End Adujsts													0.00
Total Income for month	197,604.00	24.00	701.00	28.00	31.00	105,037.00	4,990.00	0.00	429.00	1,873.00	42.00	81.00	310,840.00
Revenue Spend	36,109.00	10,125.00	7,192.00	4,267.00	3,147.00	12,645.00	51,652.00	7,516.00	16,513.00	4,622.00	3,370.00	11,112.00	168,270.00
Capital Projects													
<i>Conservation Area signs</i>								32.00			3,815.00		3,847.00
<i>HCCC - Conservatory Roof</i>													0.00
<i>HCCC - Grounds/Car park</i>			117.00	78.00		58.00			19,167.00				19,420.00
<i>Library path upgrade</i>												0.00	0.00
<i>Christmas Lights</i>						3,179.00							3,179.00
<i>SID posts</i>				271.00								0.00	271.00
<i>Bus stop seats</i>												0.00	0.00
<i>Village Centre Fixtures</i>						300.00							300.00
<i>Skatepark Retention</i>							1321.00						1,321.00
<i>CCTV Play Area</i>												4,945.00	4,945.00
Total Spend for month	36,109.00	10,125.00	7,309.00	4,616.00	3,147.00	16,182.00	52,973.00	7,548.00	35,680.00	4,622.00	7,185.00	16,057.00	201,553.00
Actual Balance c/f	161,495.00	151,394.00	144,786.00	140,198.00	137,082.00	225,937.00	177,954.00	170,406.00	135,155.00	132,406.00	125,263.00	109,287.00	
Reserves													
<i>Revenue</i>	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	
<i>Capital</i>	20000	20000	20000	20000	20000	40000	40000	40000	40000	40000	40000	40000	
Available Balance c/f	116,495.00	106,394.00	99,786.00	95,198.00	92,082.00	160,937.00	112,954.00	105,406.00	70,155.00	67,406.00	60,263.00	44,287.00	44,287.00
Notes:													
Revenue spends:	April and October include PWL 1 repayment; May and November include PWL 2 repayment												
	October includes Insurance, CCTV contribution												
	December includes Christmas lights (6K) and quarterly rent												
	March includes quarterly rent												
	Year End Adjustments for 18/19 not yet applied.												

Holmes Chapel Parish Council

4th Quarter Report

Report to Council – 4 April 2019

Preliminary accounts have been prepared to the 31st March, and the bank reconciliations made - the preliminary balances for the capital and revenue funds are shown on the balance sheet.

The internal auditor attended the office on 18 March 2019, finding no issues at that time.

The adjustments for the Year End have not yet been made. Any outstanding invoices/payments which will have to be taken into account will have been received in two weeks and the "Year End" is planned for the week beginning 15 April. The internal auditor is due to attend again on 26 April 2019. The annual return will then be ready for approval, which will be at the next available meeting of the Council on 16 May 2019.

REVENUE SPEND

The revenue spend for the year was generally as forecast in the budget. Exceptions to this are:

Salaries:

The increase in hours during the last financial year for the Clerk and Assistant have resulted in an overspend in this category.

Telephones:

The cost of the contract for the phones and internet will be investigated as a priority in the next financial year, to obtain a more competitive contract. The two year contract we had with BT expired in February 2019.

Photocopiers / Printers

The use of the office printer is increasing, with the demand for colour copying also rising. The budget will be monitored next year, with further recommendations brought to Finance committee if necessary.

Software Support

Staff changes as well as issues with the e.mail accounts throughout the year have resulted in an overspend in this category.

Insurance

The overspend in this category will be resolved with Year End adjustments.

Grant Partnership

The actual grant amount was £500, as the Partnership donated £300 towards the cost of the Christmas market Lighting. This is shown as an income.

CCTV

The overspend in this category will be resolved with Year End adjustments.

CAPITAL SPEND

Not all the projects to which funding was allocated were completed, resulting in a preliminary balance in the capital fund of £36,000. The Conservation signage spending is balanced by the donation from the Co-op community fund of £1832, bringing this project in well under budget. The entranceway works at the Community Centre were also completed well under budget, allowing some of the surplus to be used to fund the re-deployable CCTV camera in March.

Reserves at the end of 2018/19:

Revenue Reserves - £25,000

Capital Reserves - £40,000

Mrs Sue McKay

Responsible Financial Officer

4 April 2019

Appendix 6

Schedule of Payments: March 1st – March 31st 2019 (including VAT)

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/03/2019	South Cheshire Print	18187	126.00	ARA SR	Advertising banners
04/03/2019	Office Depot	18188	21.77	ARA SR	Printer paper
04/03/2019	Water Plus Ltd	18189	51.67	ARA SR	Office water Q4 18/19
04/03/2019	S McKay/Currys PC World	18190	80.39	ARA SR	2 x keyboard & mouse set
04/03/2019	Everybody S&R	18191	42.00	ARA SR	Meeting for Police & Parishes
04/03/2019	Everybody S & R	18192	537.00	ARA SR	Contribution to Thermal survey
04/03/2019	Cheshire pension Fund	18193	341.74	ARA SR	Pension Contribution Feb 19
08/03/2019	SSE	18194	22.00	DD	Church Lighting March 19
08/03/2019	SSE	18195	55.00	DD	1 Church walk Electric March19
08/03/2019	BT Payment Services	18196	135.78	DD	Phone&Internet office Feb19
12/03/2019	Lloyds Bank	18197	16.00	DD	Multipay Card Feb 19
13/03/2019	Congleton Town Council	18198	823.91	JAC MEB	Streetscape work
13/03/2019	Everybody Sport & R	18199	48.00	JAC MEB	Police & Youth meeting
13/03/2019	Sonitech Systems Ltd	18200	96.00	JAC MEB	Annual Alarm maintenance
13/03/2019	SLCC	18201	235.00	JAC MEB	Annual membership
13/03/2019	The Print Room	18202	20.00	JAC MEB	Binding presentations
20/03/2019	Mrs S McKay	18203	38.14	ARA BAB	Purchases for office Q4 18/19
20/03/2019	R Cussons	18204	174.72	ARA BAB	1 Church Walk Insurance /Maint
20/03/2019	Cheshire East Council	18205	40.00	ARA BAB	Room Hire for CEC meeting
20/03/2019	HM Revenues & Customs	18206	1,554.68	ARA BAB	Tax & NI Qtr4 2018/19
25/03/2019	Mr R Cussons	18207	937.50	SO	Rent 1 Church Walk Q4 018/19
26/03/2019	Everybody S&R	18208	122.92	BAB MJS	Catering for Annual Parish Mtg
26/03/2019	HMM Mechanical Servcs	18209	748.50	BAB MJS	Repair of Boiler valve
26/03/2019	Cheshire Pension Fund	18210	855.64	BAB MJS	Pension March 2019
26/03/2019	Weaver Business Machines	18211	248.03	BAB MJS	Photocopier / printing
26/03/2019	Congleton Town Council	18212	932.26	BAB MJS	Congleton Town Council
26/03/2019	CHALC	18213	100.00	BAB MJS	Clerk Training Session
26/03/2019	The Village Mag	18214	140.00	BAB MJS	Newsletter editions 2019
26/03/2019	Cheshire East Council	18215	6,639.60	BAB MJS	CCTV Camera
27/03/2019	Mr B Bath	18216	100.00	ARA MJS	Chairman's Allowance
29/03/2019	Staff Salaries	18217	2,515.54	SO	Salaries March 2019
31/03/2019	Unity Trust Bank	18218	27.60	DD	Bank Charges Q4 2018/19

Total Payments 17,827.39

Receipts: March 1st – March 31st 2019

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
04/03/2019	CCLA PS Deposit Fund	R1828	Interest Feb 2019	39.45
08/03/2019	Everybody Sport & Recreation	R1829	Rent for 2018/19	1.00
31/03/2019	Unity Trust bank	R1831	Interest 4th Qtr 2018/19	39.82

Total Receipts £80.27

Receipts: (not previously minuted)

30/06/2018	Unity Trust Bank	R1809	Interest Qtr 1 2018/19	33.83
02/08/2018	CCLA PS Deposit Fund	R1812	Interest July 2018	31.03

Invoices will be available for members to view in the parish council office. Electronic copies are available on request.

Appendix 7

Holmes Chapel Parish Council

Report to: Full Council

Report Reference: 1819FC61

Meeting Date: 11 April 2019

Agenda item: 17

Prepared by: S McKay / (S Davies)

Subject: Holmes Chapel Parish Owned Streetlighting

Introduction and Background

Investigative work undertaken by the previous Clerk, Mrs Sue Davies, highlighted the fact that there were, in the first half of 2018/19, a number of streetlights on both the asset register for the Parish Council and for Cheshire East Council. The local authority had adopted the maintenance of these lights and were also paying for the electricity supply to them. At that point, the Parish Council were also paying for the Electricity supply.

The extract below shows the street light section of the Parish Council asset register dated 31st March 2018.

<u>2. Street Lighting & Furniture, SID devices</u>							
Ref No	Description	Identification	Date Aquired	Purchase Cost	Custodian/ Location	Replacement / Insurance value	Disposal/ Discharge
2.1	Street Lighting	18 x Footpath column lights	1965	3,000	Around Holmes Chapel: 8 -The Drive 9 - Chester Road/Berwick Close 10-12 Sutton Oaks 13-14 Victoria Avenue 15-16 Precinct 17 Rear of Precinct shops 18 Footpath off Shopping Precinct 19 Church View 20 Church View Footpath 21-22 Church Hall 23-25 Station Road and Manor Lane	3,000	
2.2	Street Lighting	7 x Footpath column lights	2011	11,500	Jubilee Walk (nos. 1 - 7)	11,500	

Confirmation from Cheshire East Council

The e.mail below was received in December 2018, to confirm the ownership of the lights:

From: DARLINGTON, Ian
Sent: 18 December 2018 17:45
To: 'Clerk' <clerk@holmeschapelparishcouncil.gov.uk>
Cc: GILBERT, Les (Councillor) ; BARNETT, Stacey
Subject: Holmes Chapel street lighting
Importance: High

Good evening Sue

Sorry for the delayed response. We have checked through all our records and the asset lists that we present to the electricity board and can confirm the below information.

If you would like to contact your energy supplier I can provide the unique ID for each of these units to have them confirmed by the meter administrator as belonging and being paid for by Cheshire East

Lighting owned and maintained by the Parish

- a. The Drive – Not a CE light
- b. Victoria Avenue – 2 x not CE light
- c. Precinct – rear of shops – not CE light
- d. Church Hall car park – 2 x not CE light
- e. The Precinct – 2 x not CE light

Lighting dual entered by CE and Parish

- a. Jubilee Walk – adopted by CE
- b. Sutton Oaks – adopted by CE
- c. Chester Road – adopted and currently LED
- d. Precinct footway - 3 x adopted by CE
- e. Church View – adopted by CE
- f. Church View – adopted by CE

Regards

Ian

Ian Darlington
Highways Technology Manager | Cheshire East Highways

Updated Parish Council inventory (Feb 2019)

Light Number	Location	Type of Light	Number of lights
1	The Drive	Sodium	1
2	Victoria Avenue	Sodium	1
3	Victoria Avenue	LED	1
4	Rear of Precinct shops	Mercury	1
5,6	St Luke’s Church Hall	Sodium	2

Total: 6 lights

Electricity Supply and Payments

The inventory with SP Energy networks was updated in February 2019, to reflect the reduced number of lights and the types remaining on our list of assets.

An updated certificate pack has been received, along with a credit for overpaid electricity of £513.06 received on 21 February 2019. This was backdated for 13 months, the maximum time allowed for backdated payments.

Recommendations

That the Council

1. Note the above report.
2. Approve the removal of the streetlights which have been adopted by Cheshire East Council from the Parish Council asset register, in accordance with this report. (Removing 19 streetlights)



Holmes Chapel Parish Council
 1 Church Walk, Holmes Chapel Cheshire, CW4 7AZ

Clerk of the Council: Tina Cartlidge
 Email: clerk@holmeschapelparishcouncil.gov.uk

Assistant: Sue McKay
 Email: admin@holmeschapelparishcouncil.gov.uk

Grant and Donation Application Form

Please complete the form and submit to the Clerk of the Council at the above address.

Grants are requests over £200 and require the organisation to submit a copy of audited accounts for the last 12 months. **Donations** can be made up to £200 and do not require audited accounts.

Organisation	The Holmes Chapel Partnership
Contact Name	Bridge the Gap, Dane Valley - Lead
Position in the organisation	Sophie Tothill
Email address	sophie.m.tothill@gmail.com
Telephone number	0788 554 2250
Address	25 Station Road, Holmes Chapel, CW4 7AY
Amount requested	£200
Bank details or name to be included on a cheque:	Account Name: Sort Code: Account Number:
Type of organisation	This project aims to build friendships within our community through shared interests, activities and events.
Aims / objectives of the organisation	- Regular community weekend events - Produce a Community Calendar of activities -> there is an activity on

Page 1 of 2 every morning + afternoon, 7 days a week
 ↳ Activities will be for all ages!

Membership - estimate numbers and area members are drawn from	Membership open to <u>everyone</u> . Team of approx 15 volunteers (and growing daily!)
Is membership restricted by any means	No.
What age group will benefit from the funding	All ages - babies to very elderly.
How will the grant be used? → this campaign is a sister project. Anyone wearing a badge indicating that they would like company, wherever they are, wherever they are!	Funding activities for our 2 launch events - tissue paper, glue, music, paper, plates Marketing - posters + leaflets Badge campaign - 300x "Happy to chat" badges →
How will the funding benefit the Holmes Chapel community?	It would, hopefully, reach people who are socially isolated - stay at home parents, recently retired, bereaved, off work, ill etc... and bring them together through activities + interests.
How do you plan to seek funding from other sources	Funding obtained from HC Partnership. Grant applied for from the People's Lottery.
Have you submitted copies of quotations if necessary?	No. but we can do if requested.
Have you submitted copies of accounts if necessary?	As above..

Happy to answer any further questions.

Many thanks,

Joplin.