



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 10 August 2017** 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 20 July 2017 – copy circulated.
5. **Matters arising** – none.
6. **Planning applications** – To consider any applications on lists recently circulated by CEC.
 - **17/3610C** Bellfields Farm, Marsh Lane, CW4 8QB. Change of use from agricultural storage building to commercial storage to allow micro brewery to store empty kegs and bottles.
 - **17/3649C** 8 Moreton Drive, CW4 7EL. 2 storey side extension, rear single storey extension and front bay windows.

7. Strategic Planning Task Group –

- to receive a verbal report of the meeting held on 8 August 2017.
- To note the adoption of the Cheshire East Local Plan on 27 July 2017.
- To note the Somerford Neighbourhood Plan and the Hulme Walfield and Somerford Booth Neighbourhood Plans are now at Regulation 16.

8. Parish Council policies

- To recommend the creation of a master list of possible projects which could be applied to future planning applications or potential grants.
- To approve the Neighbourhood Plan update policy. See Appendix 1.

9. Data Protection – to note the reform of the Data Protection legislation to take effect from 25 May 2018. Our policy will need updating and the Parish Council need to appoint a Data Protection Officer. See Appendix 2.

10. Finance

11.1 To note the bank reconciliation for 31 July 2017 is £96,204.00

11.2 To receive financial reports including the cash flow forecast to 31 July 2017
See Appendix 3

11.3 To approve the purchase of an advertising roller banner for the Village Volunteers up to £100.

11. Quality Council – to receive a report from the Clerk on a review of the Quality Council requirements. See Appendix 4

12. Public Speaking

13. Future Agenda items.

14. Chairman's and Clerk's reports – To receive reports.

Part II

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

15. Staffing. Papers to be circulated prior to the meeting.

Nicola Clarke
Clerk of the Council
4 August 2017

NEIGHBOURHOOD PLAN UPDATE POLICY

Background

The Holmes Chapel Neighbourhood Plan was adopted by Cheshire East Council in April 2017. The Plan policies remain in force until 2030 until the plan policy is replaced.

There is no requirement to review or update a neighbourhood plan. However, policies in a Neighbourhood Plan may become out of date, for example if they conflict with policies in a Local Plan that is adopted after the making of the Neighbourhood Plan. In such cases, the more recent plan policy takes precedence. In addition, where a policy has been in force for a period of time, other material considerations may be given greater weight in planning decisions as the evidence base for the plan policy becomes less robust.

Communities in areas where policies in a made neighbourhood plan have become out of date may decide to update their plan, or part of it.

Detailed information can be found at the DCLG website on Neighbourhood Planning:
<https://www.gov.uk/guidance/neighbourhood-planning--2>

Strategic Planning Task Group

A Task Group has been set up under the control of the Parish Council to produce detailed work arising from the plan. The group meets once a month and their Terms of Reference have been approved by Strategy and Finance committee who have a standing item on their committee agenda to receive information from the group.

Review of Neighbourhood Plan

At a meeting of the Strategic Planning Task Group on 11 July 2017 it was recommended that the Holmes Chapel Neighbourhood Plan is reviewed in April 2019 and thereafter every 12 months. The results will be taken to the relevant Parish Council committee and then onto the Full Council for approval.



Reform of data protection legislation and introduction of the General Data Protection Regulation

Introduction

The Data Protection Act 1998 ("1998 Act") is the main piece of legislation which governs the protection of personal data today. NALC's guidance about the application of the 1998 Act to parish councils and, in Wales, to community councils is in Legal Topic Note 38 – Data Protection.

Legislative changes

Data protection law will significantly change on 25 May 2018, when the 2016 EU Directive known as General Data Protection Regulation ("GDPR") takes effect. The GDPR will effectively replace the 1998 Act which implemented the EU Data Protection Directive (95/46/EC). The GDPR will be directly applicable in the UK without the need to implement national legislation. The Government has confirmed that the UK's decision to leave the EU will not affect the commencement of the GDPR in 2018.

As with the 1998 Act, local authorities including parish councils and, in Wales, community councils will be subject to the GDPR. Many of the GDPR's principles are the same as those in the 1998 Act. However GDPR imposes new obligations on data controllers and data processors and provides enhanced rights for individuals.

Preparing for the GDPR

Compliance with GDPR will have resource implications and we advise councils to start getting for ready for the introduction of GDPR without delay. We strongly recommend that councils follow the ICO's easy to read guide entitled "Preparing for the General Data

Protection Regulation (GDPR) 12 steps to take now". This is available via the web link <https://ico.org.uk/media/1624219/preparing-for-the-gdpr-12-steps.pdf>.

The Information Commissioner's Office's ("ICO") website provides detailed guidance about GDPR which is available via the web link <https://ico.org.uk/for-organisations/data-protection-reform/>.

Data protection officer

As referenced in the above ICO guide, the GDPR will require some organisations such as public authorities to appoint a Data Protection Officer ("DPO"). The GDPR does not define the term "public authorities". However the term is expected to include local authorities. The DPO's responsibilities include:

- to inform and advise the organisation and its employees about their obligations to comply with the GDPR.
- to monitor compliance with the GDPR including managing internal data protection activities, advise on data protection impact assessments, train staff and conduct internal audits.
- to be the first point of contact for the regulator and for individuals whose data is processed

It is not yet known if the requirement for public authorities to appoint a DPO will extend to parish councils and, in Wales, to community councils. We will seek clarification from the Government and the ICO and provide another briefing when we have more information.

Appendix 3

Holmes Chapel Parish Council 17/18

Income and Expenditure Account for Year Ended 31st July 2017

31st March 2017		31st July 2017
	Operating Income	
188,436	Council Income	98,551
5,389	Grants & Donations	2,060
0	Village Maintenance	810
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	113,580
351,423		
	Running Costs	
37,071	Employees	12,586
4,479	Premises	1,140
3,749	Office Services	776
1,652	Communications	695
825	Members	115
9,244	Professional Services	3,090
1,563	Subscriptions	1,563
2,850	Grants & Donations	850
11,366	Village Services	339
8,423	Village Maintenance	2,451
0	HC Community Centre Revenue	33,689
8,925	Dane Meadow Project	0
232,467	HC Community Centre Project	6,560
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	0
1,059	Play Area Elm Drive Project	0
	Total Expenditure	109,303
365,090		
	General Fund Analysis	
105,593	Opening Balance	66,927
351,423	Plus : Income for Year	113,580
457,017		180,507
365,090	Less : Expenditure for Year	109,303
91,927		71,204
0	Transfers TO / FROM Reserves	(25,000)
91,927	Closing Balance	96,204

Holmes Chapel Parish Council 17/18

At : 11:45

Balance Sheet as at 31 July 2017

31st March 2017

31st July 2017

		Current Assets	
10,511	VAT control	1,356	
4,953	Prepayments	0	
9,861	Current A/c	20,256	
44,587	Business Saver	19,591	
25,000	CCLA Deposit Fund - 0117530001	55,000	
94,911			96,204
94,911 Total Assets			96,204
		Current Liabilities	
2,985	Creditors	0	
2,985			0
91,927 Total Assets Less Current Liabilities			96,204
Represented By			
66,927	Revenue Expenditure		26,016
25,000	Revenue Reserves		25,000
0	Capital Fund		45,187
91,927			96,204

The above statement represents fairly the financial position of the authority as at 31 July 2017 and reflects its Income and Expenditure during the year.

Signed :
Chairman

_____ Date : _____

Signed :
Responsible
Financial

_____ Date : _____

11:46

Detailed Income & Expenditure by Budget Heading 02/08/2017

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Full Council						
<u>100 Council Income</u>						
1176 Precept	98,515	197,030	98,515			50.0%
1180 Bank Interest	36	0	(36)			0.0%
Council Income :- Income	98,551	197,030	98,479			50.0%
Movement to/(from) Gen Reserve	98,551					
<u>101 Employees</u>						
4000 Salaries & Related Costs	12,369	38,000	25,631		25,631	32.5%
4010 Staff Training	85	500	415		415	17.0%
4015 Staff Expenses & Subscriptions	133	400	267		267	33.2%
Employees :- Indirect Expenditure	12,586	38,900	26,314	0	26,314	32.4%
Movement to/(from) Gen Reserve	(12,586)					
<u>102 Premises</u>						
4030 Rent	938	3,750	2,813		2,813	25.0%
4035 Electricity	202	1,200	998		998	16.8%
4036 Water	0	200	200		200	0.0%
4037 Premises Insurance	0	150	150		150	0.0%
4039 Property Repairs & Maintenance	0	500	500		500	0.0%
Premises :- Indirect Expenditure	1,140	5,800	4,660	0	4,660	19.6%
Movement to/(from) Gen Reserve	(1,140)					
<u>103 Office Services</u>						
4050 Telephones/Internet Office	256	1,400	1,144		1,144	18.3%
4053 Office Consumables	0	200	200		200	0.0%
4054 Printing Misc	66	100	34		34	66.0%
4055 Postage	1	50	49		49	1.5%
4056 Photocopier/Printers	224	600	376		376	37.3%
4057 Stationery and Newspapers	114	300	186		186	37.9%
4058 Office Equipment Purchases	0	100	100		100	0.0%
4059 Office Equipment Maintenance	0	100	100		100	0.0%
4060 Software Support	116	250	134		134	46.4%
Office Services :- Indirect Expenditure	776	3,100	2,324	0	2,324	25.0%
Movement to/(from) Gen Reserve	(776)					

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Detailed Income & Expenditure by Budget Heading 02/08/2017

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>104 Communications</u>						
4070 Newsletter Printing	250	600	350		350	41.7%
4071 Newsletter Delivery	75	75	0		0	100.0%
4075 Web Site - host/licen/support	370	600	230		230	61.7%
4076 Web site - Additional Work	0	200	200		200	0.0%
Communications :- Indirect Expenditure	695	1,475	780	0	780	47.1%
Movement to/(from) Gen Reserve	(695)					
<u>105 Members</u>						
4080 Members Expenses	0	100	100		100	0.0%
4081 Room Hire	0	100	100		100	0.0%
4082 Members' Training	58	300	243		243	19.2%
4085 Chairman's Allowance	58	250	192		192	23.0%
Members :- Indirect Expenditure	115	750	635	0	635	15.3%
Movement to/(from) Gen Reserve	(115)					
<u>106 Professional Services</u>						
4090 Legal & Professional Fees	400	200	(200)		(200)	200.0%
4091 Audit Fees	(2,000)	2,600	4,600		4,600	(76.9%)
4095 Insurance	4,612	9,750	5,138		5,138	47.3%
4096 Bank Charges	18	72	54		54	25.0%
4097 Payroll Services	60	200	140		140	30.0%
Professional Services :- Indirect Expenditure	3,090	12,822	9,732	0	9,732	24.1%
Movement to/(from) Gen Reserve	(3,090)					
<u>108 Subscriptions</u>						
4110 Chalc Subscriptions	1,463	1,500	37		37	97.6%
4111 Subscriptions Other	100	100	0		0	100.0%
Subscriptions :- Indirect Expenditure	1,563	1,600	37	0	37	97.7%
Movement to/(from) Gen Reserve	(1,563)					
<u>109 Grants & Donations</u>						
1000 Grants Received	2,060	0	(2,060)			0.0%
Grants & Donations :- Income	2,060	0	(2,060)			
4120 Grants S137	400	2,000	1,600		1,600	20.0%
4121 Grants Other	350	350	0		0	100.0%
4125 Grant Partnership	100	700	600		600	14.3%
Grants & Donations :- Indirect Expenditure	850	3,050	2,200	0	2,200	27.9%
Movement to/(from) Gen Reserve	1,210					

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Detailed Income & Expenditure by Budget Heading 02/08/2017

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>121 Village Services</u>						
4200 Village Competition	0	150	150		150	0.0%
4201 Church Floodlights	145	600	455		455	24.2%
4202 Christmas Activities	0	500	500		500	0.0%
4203 Christmas Lights Maintenance	0	5,000	5,000		5,000	0.0%
4204 CCTV	0	5,550	5,550		5,550	0.0%
4205 Lengthsman	194	5,000	4,806		4,806	3.9%
Village Services :- Indirect Expenditure	339	16,800	16,461	0	16,461	2.0%
Movement to/(from) Gen Reserve	(339)					
<u>122 Village Maintenance</u>						
1027 Memorial Donations	810	0	(810)			0.0%
Village Maintenance :- Income	810	0	(810)			
4249 Street Lighting - repairs	0	500	500		500	0.0%
4250 Street Lighting-electricity	354	750	396		396	47.2%
4251 Highways & Road Safety	76	500	424		424	15.2%
4253 Plants/Baskets Purchases	0	500	500		500	0.0%
4254 Plants/Baskets Maintenance	0	1,000	1,000		1,000	0.0%
4255 Dane Meadow Maintenance	0	1,500	1,500		1,500	0.0%
4256 Recreation Services/Maint	9	500	491		491	1.8%
4258 Street Furniture Maintenance	0	500	500		500	0.0%
4260 Donated Memorials	518	0	(518)		(518)	0.0%
4261 Grant Funded Improvements	1,494	0	(1,494)		(1,494)	0.0%
Village Maintenance :- Indirect Expenditure	2,451	5,750	3,299	0	3,299	42.6%
Movement to/(from) Gen Reserve	(1,641)					
<u>125 HC Community Centre Revenue</u>						
4270 HCCC Roofing Maintenance	0	4,000	4,000		4,000	0.0%
4271 HCCC Boundary & Hedge Maint	150	1,000	850		850	15.0%
4272 HCCC Maintenance/Other Work	407	3,000	2,593		2,593	13.6%
4275 Public Works Loan 1 Repayment	28,426	56,608	28,183		28,183	50.2%
4276 Public Works Loan 2 Repayment	4,706	9,375	4,669		4,669	50.2%
HC Community Centre Revenue :- Indirect Expenditure	33,689	73,983	40,294	0	40,294	45.5%
Movement to/(from) Gen Reserve	(33,689)					
<u>134 HC Community Centre Project</u>						
4581 HCCC Car Park	0	50,000	50,000		50,000	0.0%
4582 HCCC Boiler Work	6,560	10,000	3,440		3,440	65.6%
HC Community Centre Project :- Indirect Expenditure	6,560	60,000	53,440	0	53,440	10.9%
6000 plus Transfers from EMR	6,560					
Movement to/(from) Gen Reserve	0					

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Detailed Income & Expenditure by Budget Heading 02/08/2017

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>135 Youth Facilities Project</u>						
1063 Youth Facilities Grant Funding	12,059	0	(12,059)			0.0%
Youth Facilities Project :- Income	12,059	0	(12,059)			
4600 Youth Facilities	25,203	13,145	(12,058)		(12,058)	191.7%
4601 Skate Park Retention	0	1,321	1,321		1,321	0.0%
Youth Facilities Project :- Indirect Expenditure	25,203	14,466	(10,737)	0	(10,737)	174.2%
Movement to/(from) Gen Reserve	(13,145)					
<u>138 River Croco Path Project</u>						
4650 River Croco Path	20,245	20,245	0		0	100.0%
River Croco Path Project :- Indirect Expenditure	20,245	20,245	0	0	0	100.0%
6000 plus Transfers from EMR	5,245					
Movement to/(from) Gen Reserve	(15,000)					
<u>141 Holmes Chapel Partnership</u>						
1020 Partnership Income	100	0	(100)			0.0%
Holmes Chapel Partnership :- Income	100	0	(100)			
Movement to/(from) Gen Reserve	100					
<u>150 Village Centre Improvements</u>						
4510 Christmas Lights	0	5,000	5,000		5,000	0.0%
Village Centre Improvements :- Indirect Expenditure	0	5,000	5,000	0	5,000	
Movement to/(from) Gen Reserve	0					
<u>153 Highways & Infrastructure</u>						
4520 Bus Stop Seating	0	2,000	2,000		2,000	0.0%
Highways & Infrastructure :- Indirect Expenditure	0	2,000	2,000	0	2,000	
Movement to/(from) Gen Reserve	0					
Full Council :- Income	113,580	197,030	83,450			57.6%
Expenditure	109,303	265,741	156,438	0	156,438	41.1%
Net Income over Expenditure	4,277	(68,711)	(72,988)			
plus Transfers from EMR	11,805					
Movement to/(from) Gen Reserve	16,081					

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Detailed Income & Expenditure by Budget Heading 02/08/2017

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	113,580	197,030	83,450			57.6%
Expenditure	109,303	265,741	156,438	0	156,438	41.1%
Net Income over Expenditure	4,277	(68,711)	(72,988)			
plus Transfers from EMR	11,805					
Movement to/(from) Gen Reserve	16,081					

Cash Flow Forecast 2017/18		updated 03/08/2017											
	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								91,927.00
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									36.00
Other Income	292.00	100.00	518.00										910.00
Total Income for month	196,833.00	6,072.00	2,593.00	9.00	0.00	98,515.00	0.00	0.00	0.00	0.00	0.00	0.00	304,022.00
													0.00
Revenue Spend	35,912.00	8,101.00	9,952.00	3,330.00	10,000.00	8,500.00	42,000.00	7,000.00	17,000.00	7,000.00	4,000.00	13,235.00	166,030.00
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>					1,234.00								1,234.00
													0.00
Total Spend for month	61,115.00	28,346.00	9,952.00	9,890.00	14,634.00	38,500.00	42,000.00	7,000.00	17,000.00	7,000.00	4,000.00	14,556.00	253,993.00
Actual Balance c/f	135,718.00	113,444.00	106,085.00	96,204.00	81,570.00	141,585.00	99,585.00	92,585.00	75,585.00	68,585.00	64,585.00	50,029.00	
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	36,570.00	96,585.00	54,585.00	47,585.00	30,585.00	23,585.00	19,585.00	5,029.00	5,029.00

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
December includes Christmas lights (6K), quarterly rent and Christmas Market (£500)
March includes quarterly rent, office insurance and revenue balance

Appendix 4

Check list for Quality Gold

Accreditation last for 4 years

Twice a year the panel do spot checks of the website to ensure compliance.

Website Area	Criteria	Checked by	Date
Latest News	Up to date information	NC	26/07/17
Meetings calendar	Agendas and meeting calendar posted Current agenda	NC	26/07/17
Minutes	Minutes posted for at least one year including Annual Parish Meeting	NC	26/07/17
Councillor information	Up to date	NC	26/07/17
Policies	Up to date	NC	26/07/17
Budget and precept	Budget and precept for current year	NC	26/07/17
Action plan related to the budget		?	
Schedule of payments	Payments listed as appendix	NC	26/07/17
Asset Register	Is current	NC	26/07/17
Risk Assessment	Is current	NC	26/07/17
Audit papers	For appropriate year end	NC	26/07/17
Evidence of consulting the community	3 different ways	NC	26/07/17
Publicity advertising council activities		NC	26/07/17
Evidence of participating in town and country planning	Links to current planning applications	NC	26/07/17
Training log	Up to date for staff and councillors	NC	26/07/17
Policies	List of policies with dates for reviewing	NC	26/07/17
Business Plan	Including financial forecast	NC	26/07/17
Annual Report		NC	Needs beefing up
4 positive outcomes achieved for the community in last 6 months	Skate park Croco path Community Service Village Fair	NC	26/07/17