



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 16 November 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 19th October 2017 parts I and II – copies circulated.
5. **Matters arising**
 - **Community Resilience:** The initial meeting of the re-formed working group is being arranged.
6. **Planning applications** – To consider any applications on lists recently circulated by CEC.
 - **17/5392C 9, Riverside Crescent, Holmes Chapel, CW4 7NR** Side extension. Comments deadline 17th November 2017
 - **17/5470C 1, Bromley Drive, CW4 7AX** Demolition of garage, proposed extension and alterations and front porch. Proposed additional access. Comments deadline 17th November 2017.
 - **17/5500C 69, Elm Drive, CW4 7QA** Single storey rear extension. Comments deadline 22nd November 2017.

7. ChALC

To receive any issues arising and reports from ChALC.

8. Strategic Planning Task Group –

To note that the meeting of the 5th November was cancelled and that the next meeting will take place on the 5th December at 2:00pm at the Community Centre.

9. Staff appraisals

To note that the annual staff appraisal has taken place.

10. Parish Council Policies

To review and approve the master list of possible projects which could be linked to monies received from future planning applications (S106/CIL) or potential grants. (Document to be circulated prior to the committee meeting.)

11. Budget setting 2018/19:

11.1 To submit budget requirements to Full Council to include in the budget for 2017/18.

11.2 To review the updated draft 5 year plan and draft capital projects list. See Appendix 1.

12. Finance

12.1 To note the bank reconciliation for 31st October 2017 is £136,741

12.2 To receive financial reports including the cash flow forecast to 31st October 2017. See Appendix 2

12.3 To consider a request from Everybody Sport & Leisure for junior awards sponsorship. See Appendix 3.

13. Public Speaking

14. Future Agenda items.

- Review of Standing Orders and Financial Regulations to separate the roles of RFO and Clerk.
- Data protection
- Update to the Quality Council Action Plan

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

**S Davies
Clerk of the Council
10 November 2017**

Earmarked Funds Related to 5
Year Plan 2018/19

Revised 26 October 2017

PROJECTS and COMMITMENTS	Cost	Spent to Date	Grant Funding or Loan	2018/19 Budget	Budget			
					2019/20	2020/21	2021/22	2022/23
Additions to Capital Reserves	100,000.00			20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
River Croco Path (4)	39,919.00	20,245.00	7,258.00		12,426.00			
HCCC Grounds/ Car Parks (5)	350,000.00		320,000.00	30,000.00				
Signage for Cons Area (11)	5,000.00		2,000.00	3,000.00				
Play Area Strathmore Close (12)	10,000.00		5,000.00		5,000.00			
Phase 2 Village Centre (14)	80,000.00		30,000.00				50,000.00	
Extend Christmas Lights (16)	5,000.00	2,000.00		3,000.00				
Chester Rd/Brookfield Dr (17)	5,000.00						5,000.00	
HCCC Conservatory roof (21)	8,000.00			8,000.00				
Upgrade path near Library (22)	3,000.00		2,000.00	1,000.00				
Picton Square improvements (23)	5,000.00		2,000.00			3,000.00		
Church Walk (24)	25,000.00		15,000.00		10,000.00			
Elm Drive paths (25)	20,000.00							20,000.00
Bus Stop Seats (26)	1,000.00		1,000.00	1,000.00				
Capital Expenditure	656,919.00	22,245.00	384,258.00	66,000.00	47,426.00	23,000.00	75,000.00	40,000.00
Council Capital Funds								
	Capital Additions (budget decision each year)			38,000.00	40,000.00	40,000.00	40,000.00	40,000.00
	Capital brought forward			38,000.00	10,000.00	2,574.00	19,574.00	-15,426.00
	Less Capital Expenditure as above			66,000.00	47,426.00	23,000.00	75,000.00	40,000.00
	Capital Balance			10,000.00	2,574.00	19,574.00	-15,426.00	-15,426.00
Council Revenue Reserves								
	Revenue Reserves brought forward			25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
	Capital Reserves brought forward			40,000.00	60,000.00	80,000.00	100,000.00	120,000.00

Capital BF in 2018/19 is an estimate

Capital Reserves will need to be used for HCCC projects 5 and 21 in 2018/19

Holmes Chapel Parish Council – Capital Projects – Revised 26 October 2017-DRAFT

No.	Project Title	Justification/Status Research/Seeking Funds/Seeking Contract/Implementation	Funding Requirements	Responsible Member	Responsible PC Committee	Planning Period	Recommendation
4	Resurfacing of path by River Croco	Existing path in poor condition and strong community support. Specification agreed. Complete work 2019/20	Phase 2 funds in Cap Prog £12426 for 2019/20	John Clowes	Amenities	2016/17	COMPLETED STAGE 1 April 2017 Funds for stage 2 covering path from Arran Close to Glencoe included for 2019/20.
5	HCCC Car Park Marking and resurfacing	Poor condition and gives poor impression of HCCC Provisional estimates obtained. These will be reviewed in March/April 2016 to identify an accurate specification/cost, which may need to include drainage. There is a need to include line marking as well. There may be a need to bring some of the line marking forward to provide identified spaces for Station car parking.	£25,000 + £5,000 for line marking. £30k in Cap Prog 2017/18	Brian Bath	Amenities		Funded by PC funds £30000 17/18 REVIEW AFTER JM&LC ON July 2017
10	HCCC Skatepark completion	Project to come up with funds to provide mesh matting on side bunds to the skatepark. Also skatepark path to be completed	Needs more definition for matting, preliminary estimates £3-£5k. A figure of £5k allocated 2017/18 for path.	Brian Bath	Amenities	2017/18	Both items are required for full operation of skatepark
11	Improved signage for Conservation Area	NP work has shown we need to highlight our Conservation Area to provide protection. Signage, awareness programme. WG set up	Funding will come available from Coop grant at end of 2017 (approx £1600) £3000 in Cap Prog for 2018/19	John Clowes	Amenities	2017/18	Some funds available from Co-op grant. Await final figure and get help with creation of interpretation boards. Coop Funds should be available 2017/18 or 2018/19.
12	New Play Area, Strathmore Close	The south and west of the village does not have a play area but one was originally planned on land near Strathmore Close. Agreed at Committee that much more research required of neighbours to establish whether they want minor improvements and small play area	£5k Cap Prog 2019/20	?	Amenities	2018/19	Delay until 19/20 Preparatory specification work to be carried out 2018/19.

		Not initiated					
13	Create Outdoor Fitness area in Dane Meadow	Better use of Dane Meadow by joggers Not initiated	unknown	Not assigned	Amenities	Not defined	Delete unless HCP wish to take lead
14	Phase 2 Village Centre	Some work was not completed because of a shortage of funds in 2002. In addition some work will be needed in the next 5 years to maintain existing stonework and street furniture. Not initiated	£50 to £80k	?	V.Infrastructure	2019/20	Delay until 20/21. Preparatory specification work to be carried out.
16	Extending Christmas Lights	To improve area provided with public Christmas lighting and to enhance village trade at Christmas time. POSSIBLE THAT FURTHER FUNDS COULD BE SOUGHT EXTERNALLY FOR ANY ADDITIONAL EXTENSIONS OR OTHER IMPROVEMENTS.	£2k approved for 2017/18 Further £3k in Cap Prog for 2018/19	Mike Street	V.Infrastructure	2017/18	PARISH COUNCIL HAS AGREED EXPENDITURE (May 2017) FOR EXTENSION OF LIGHTS COVERING St LUKES CHURCH (£2k)
17	Improvements to land at corner of Chester Road and Brookfield Drive	Area of green space which could be made more attractive and include seating. Relates to bus stop seating on Chester Road. Not Initiated	£5k Cap Prog 2021/22 £1000 for seat 2018/19 Cap Prog (see item 26)	John Clowes	Amenities	2020/21	Put on hold until bus stop seating on Chester Road is in place. Discuss a tidy up of overgrown areas with ANSA. Major spend delay until 2021/2
19	Contribution to pedestrian safety improvements	To deliver improvements in conjunction with Cheshire East Council For consideration and discussion	£20k 2017/18 initially Review subsequent years, NOT INCLUDED IN CAP PROG	Mike Blomeley	Infrastructure		To be discussed with CEC October 2016. This is not really a project—remove until can be specified??
20	Sensory Garden outside Fire Station	To improve the area to provide a sensory garden to help those suffering from dementia. Research	Estimated cost £3000 but not currently sourced	John Clowes	Amenities	2017/18	Research underway June 2017. Joint funding with HCP?
21	HCCC Conservatory Roof	To repair leaking roof	£8000 allocated to Cap Prog 2018/19	Brian Bath	Amenities	2017/18	
22	Upgrade path near library	To improve surface of desire line path across grass	£1000 from Cap Prog 2018/19. May require further funds	?	V.Infrastructure		

23	Improvements to Picton Square	Aim is to provide a quiet area rather than play area. Concern about excessive enhancement and seating creating problems for local residents. Develop a suitable scheme and gather views on enhancement of the area.	Reduce expected spend to £5000 in 2020/21	?	Amenities	2018/19	Put on hold at present for planning in 2018/19.
24	Upgrade Church Walk	Work to improve appearance of part of Conservation Area. Repave, improve lighting, replace planters and add street furniture	£10k in Cap Prog for 2019/20 but will probably need to raise more funds (£15k) from elsewhere	John Clowes	Amenities and V.Infrastructure	2018/19	Generally favoured but will be a costly project and require major cooperation from various property owners. Review with CEC Conservation Officer 2017/18 and as part of Conservation Area project.
25	Elm Drive - land adjacent to the Play Area	Provide additional paths and seating along the terrace of the River Dane.	Benches by donation. Paths £20k in 2022/23	Mike Street	Amenities	2021/22	Agreed benches should be added and can be paid for via memorials. Consider further enhancement to paths and access down to the River Dane.
26	Bus Stop Seat Chester Road	Provide seat and paving at location of bus stop on Chester Road	Possible bench by donation but need paving. £1000 in 2018/19	?	V. Infrastructure	2017/18	

	Update needed
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Appendix 2 Finance Reports

Printed on : 01/11/2017

At : 09:03

Holmes Chapel Parish Council 17/18

Balance Sheet as at 31 October 2017

31st March 2017

31 October 2017

31st March 2017		31 October 2017	
Current Assets			
10,511	VAT control	668	
4,953	Prepayments	0	
9,861	Current A/c	11,479	
44,587	Business Saver	69,595	
25,000	CCLA Deposit Fund - 0117530001	55,000	
94,911			136,741
94,911	Total Assets		136,741
Current Liabilities			
2,985	Creditors	0	
2,985			0
91,927	Total Assets Less Current Liabilities		136,741
Represented By			
66,927	Revenue Expenditure		51,361
25,000	Revenue Reserves		25,000
0	Capital Fund		60,380
91,927			136,741

The above statement represents fairly the financial position of the authority as at 31 October 2017 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 October 2017

31st March 2017		31 October 2017
	Operating Income	
188,436	Council Income	197,202
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
351,423	Total Income	212,749
	Running Costs	
37,071	Employees	20,233
4,479	Premises	2,417
3,749	Office Services	1,130
1,652	Communications	1,270
825	Members	185
9,244	Professional Services	12,918
1,563	Subscriptions	1,563
2,850	Grants & Donations	1,350
11,366	Village Services	7,512
8,423	Village Maintenance	3,689
0	HC Community Centre Revenue	62,351
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	1,307
1,059	Play Area Elm Drive Project	0
365,090	Total Expenditure	167,935
	General Fund Analysis	
105,593	Opening Balance	66,927
351,423	Plus : Income for Year	212,749
457,017		279,676
365,090	Less : Expenditure for Year	167,935
91,927		111,741
0	Transfers TO / FROM Reserves	(25,000)
91,927	Closing Balance	136,741

Detailed Income & Expenditure by Budget Heading 31st October 2017**Cost Centre Report****(Expenditure shown in brackets)**

	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	65	0	(65)			0.0%
Miscellaneous Income	107	0	(107)			0.0%
<u>Employees</u>						
Salaries & Related Costs	(19,845)	(38,000)	18,155		18,155	52.2%
Staff Training	(160)	(500)	340		340	32.0%
Staff Expenses & Subscriptions	(229)	(400)	171		171	57.2%
<u>Premises</u>						
Rent	(1,875)	(3,750)	1,875		1,875	50.0%
Electricity	(354)	(1,200)	846		846	29.5%
Water	(88)	(200)	112		112	43.9%
Premises Insurance	0	(150)	150		150	0.0%
Property Repairs & Maintenance	(100)	(500)	400		400	20.0%
<u>Office Services</u>						
Telephones/Internet Office	(522)	(1,400)	878		878	37.3%
Office Consumables	0	(200)	200		200	0.0%
Printing Misc	(74)	(100)	26		26	74.0%
Postage	(13)	(50)	37		37	25.4%
Photocopier/Printers	(272)	(600)	328		328	45.4%
Stationery and Newspapers	(132)	(300)	168		168	44.0%
Office Equipment Purchases	0	(100)	100		100	0.0%
Office Equipment Maintenance	0	(100)	100		100	0.0%
Software Support	(116)	(250)	134		134	46.4%
<u>Communications</u>						
Newsletter Printing	(475)	(600)	125		125	79.2%
Newsletter Delivery	(75)	(75)	0		0	100.0%
Web Site - host/licen/support	(720)	(600)	(120)		(120)	120.0%
Web site - Additional Work	0	(200)	200		200	0.0%
<u>Members</u>						
Members Expenses	0	(100)	100		100	0.0%
Room Hire	0	(100)	100		100	0.0%
Members' Training	(128)	(300)	173		173	42.5%
Chairman's Allowance	(58)	(250)	192		192	23.0%
<u>Professional Services</u>						
Legal & Professional Fees	(1,600)	(200)	(1,400)		(1,400)	800.0%
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	(36)	(72)	36		36	50.0%

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Detailed Income & Expenditure by Budget Heading 31st October 2017

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Payroll Services	(60)	(200)	140		140	30.0%
<u>Subscriptions</u>						
Chalc Subscriptions	(1,463)	(1,500)	37		37	97.6%
Subscriptions Other	(100)	(100)	0		0	100.0%
<u>Grants & Donations</u>						
Grants Received	2,060	0	(2,060)			0.0%
Grants S137	(900)	(2,000)	1,100		1,100	45.0%
Grants Other	(350)	(350)	0		0	100.0%
Grant Partnership	(100)	(700)	600		600	14.3%
<u>Village Services</u>						
Village Competition	(105)	(150)	45		45	69.7%
Church Floodlights	(254)	(600)	346		346	42.4%
Christmas Activities	0	(500)	500		500	0.0%
Christmas Lights Maintenance	0	(5,000)	5,000		5,000	0.0%
CCTV	(5,550)	(5,550)	0		0	100.0%
Lengthsman	(1,604)	(5,000)	3,396		3,396	32.1%
<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	(534)	(750)	216		216	71.2%
Highways & Road Safety	(122)	(500)	378		378	24.3%
Plants/Baskets Purchases	(110)	(500)	390		390	22.0%
Plants/Baskets Maintenance	(40)	(1,000)	960		960	4.0%
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	(887)	(3,000)	2,113		2,113	29.6%
Public Works Loan 1 Repayment	(56,608)	(56,608)	0		0	100.0%
Public Works Loan 2 Repayment	(4,706)	(9,375)	4,669		4,669	50.2%
<u>HC Community Centre Project</u>						
HCCC Car Park	0	(50,000)	50,000		50,000	0.0%
HCCC Boiler Work	(6,560)	(10,000)	3,440		3,440	65.6%

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Detailed Income & Expenditure by Budget Heading 31st October 2017

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	212,749	197,030	(15,719)			108.0%
Expenditure	167,935	265,741	97,807	0	97,807	63.2%
Net Income over Expenditure	44,815	(68,711)	(113,526)			
plus Transfers from EMR	13,112					
Movement to/(from) Gen Reserve	57,926					

Cash Flow Forecast 2017/18		updated 07/11/2017											
	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	59,208.00	151,754.00	111,741.00					
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						65.00
Other Income	292.00	100.00	518.00		2.00	623.00							1,535.00
Total Income for month	196,833.00	6,072.00	2,593.00	9.00	11.00	99,150.00	8.00	0.00	0.00	0.00	0.00	0.00	304,676.00
													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	7,000.00	17,000.00	7,000.00	4,000.00	14,410.00	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	10,400.00	17,000.00	37,000.00	4,000.00	15,731.00	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	126,341.00	109,341.00	72,341.00	68,341.00	52,610.00	
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	81,341.00	64,341.00	27,341.00	23,341.00	7,610.00	7,610.00

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

Appendix 3

To whom it may concern,

Everybody Sport and Recreation are holding a Junior Awards Ceremony which will recognise the contributions of local superstars aged 5-11 years who are involved in sport, play and active recreation following the ongoing success of the annual Everybody Awards.

This year's awards will be held on, Saturday 9th December 2017, at Holmes Chapel Community Centre, Holmes Chapel, Cheshire and the afternoon is set to be a lot of fun with entertainers, activities and more. To find out more about the event, please visit: www.everybody.org.uk/juniorawards.

We have a range of sponsorship packages available, and I was wondering if this is an event which the Holmes Chapel Parish Council may wish to consider sponsoring in some way?

We are looking to secure packages each worth £250. The Holmes Chapel Parish Council would then receive listing in our programme, promotion through social media, mentions in releases posted on our website and sent to press, and potential exhibition/stall holder space. This is an opportunity for the Holmes Chapel Parish Council to directly support Everybody Sport and Recreation and to get involved in; recognising and awarding our local talented young people, connecting with the local community, raising the profile of the Holmes Chapel Parish Council, and promoting sport and recreation in the Cheshire East area.

If you would like any further information in order to consider sponsorship then please don't hesitate to ask.

Looking forward to hearing back from you.

Many Thanks,

Sophie

Sophie Coleman
Marketing Assistant
Everybody Sport & Recreation

Brooklands, Holmes Chapel Community Centre, Station Road, Holmes Chapel, CW4 8AA