



Holmes Chapel Parish Council

Clerk of the Council: Sue Davies

Email: clerk@holmeschapelparishcouncil.gov.uk
01477 533934

Admin: Sue McKay

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01477 533934



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 25th October 2018** at the Academy Suite, Holmes Chapel Community Centre, commencing at 7.00 p.m.

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

AGENDA:

1. **Apologies** – to receive any apologies for absence.
2. **Declarations of interest** – To receive any declarations of interest:
 - a) **disclosable pecuniary interests or**
 - b) **other disclosable interests****as required under Chapter 7 of the Localism Act 2011.**
3. **Public Speaking**-The Chairman will adjourn the meeting to allow questions from members of the public to last no longer than 15 minutes. After questions the Chairman will reconvene the meeting.
4. **Committee minutes** – to approve the minutes of the meeting held on 20th September 2018 - copy circulated.
5. **Matters arising not covered elsewhere on the agenda:** None
6. **Planning Applications** – To receive and consider any planning applications:
 - 18/5228C Land off Bramhall Drive, Holmes Chapel, CW4 7HB** Construction of apartments. To agree and recommend a draft response to Full Council. *Comments deadline 4th November 2018*
 - 18/4921C Land off London Road, Holmes Chapel** Erection of 168 dwellings (including 5 self-build homes) together with open space, landscaping and associated infrastructure. To agree and recommend a draft response to Full Council. *Comments deadline 15th November*
 - 18/5148C Land off London Road, Holmes Chapel** Variation of condition 4 to planning application 17/4869C - Variation of conditions 1 and 4 on application 14/5921C. *Comments deadline 15th November.*
 - 18/5099C 15, Capesthorpe Close, Holmes Chapel, CW4 7EN** Proposed second story side extension. *Comments deadline 14th November 2018*
7. **Other Planning Matters-**
 - 7.1. **SPTG Meeting** – To receive the minutes of the SPTG Meeting held on the 2nd October 2018 and to approve any actions therein. (See Appendix 1)
 - 7.2. **New Homes Bonus Scheme** - To receive a verbal update and to note that the priorities for Holmes Chapel have been submitted to G Sharp, the Congleton Area Representative. (See Appendix 2)

8. **Project List** – To note and update (if required) the project list, noting any potential projects that could be S106 . (To be Circulated separately)
9. **Policies** – To receive and approve a report outlining a draft plan to ensure timely policy review and revision prior to the end of the Council year. (Circulated separately)
10. **The Pensions Regulator** – To note the requirement for re-declaration to the Pensions Regulator, and to approve the submission. See Appendix 3.
11. **Royal British Legion** – To approve a donation to the British Legion for the supply of a Remembrance Day wreath. See Appendix 4
12. **Finance:**
 - 12.1. **Quarter 2 Reports:** To approve the 2nd Quarter and receive the following reports
 - 12.1.1. Statement of second quarter accounts (Appendix 5)
 - 12.1.2. Report from the Finance member (Appendix 6)
 - 12.1.3. 2nd Quarter Report from the RFO (Appendix 7)
 - 12.1.4. Cash Flow forecast (Appendix 8)
 - 12.2. **Asset Register:** To approve the interim review of the Asset Register. See Appendix 9
13. **Public Speaking**
14. **Future Agenda Items – To consider future agenda items**
15. **Chairman's and Clerk's reports** – To receive reports.

Sue Davies

Sue Davies - Clerk of the Council

19th October 2018.

**Strategic Planning Task Group
Minutes of meeting on the
2nd October 2018, 2:00pm
HCPC Office, 1, Church Walk, Holmes Chapel**

Present:; Cllr J Clowes, Cllr Blomeley, Dr Ron Cooper, Mr Peter Weir, Cheshire East Cllr L Gilbert, S Davies (Clerk to Holmes Chapel Parish Council)

1. Apologies

Cllr B Bath, Cllr S Ranger, Cllr M Ranger, Cllr Savage, Mr A Watkinson

2. Declarations of Interest

None

3. Minutes from the Meeting of the 4th September 2018

The minutes from the meeting of the 4th September 2018 were agreed as correct by those present.

4. General Update on Planning matters from Parish Council meetings and decisions received/awaited

a. Planning update - The clerk circulated an updated 2018/2019 civic year planning summary (version 9). It was noted that no more has been heard about the Sibelco application.

b. 18/4283C , Manor Point Business Park, Manor Lane

The task group were updated on the response agreed by the Parish Council:

NO OBJECTION, with the following comments:

1. The provision to allow future installation of a pedestrian crossing over the railway line on this development would be desirable.
2. To note the lack of turning and manoeuvring space for large delivery vehicles
3. To note the lack of overflow parking on the site, for customers.
4. The accompanying transport report seems superficial and inaccurate.

c. Persimmon Site – potential footpath link.

The Clerk and Cllr Clowes updated the task group concerning recent correspondence and the attempts of the Parish Council to convince Persimmon that the link is in the interests of residents of the new development. A press release has been prepared which will be sent to the local press outlets subject to the response of Persimmon to an advanced copy.

d. Other matters:

- i. Due to a complaint by a resident concerning a garden extension onto FADS land, it was agreed that the ownership should be established.
- ii. There is an issue on the housing estate at the South end of Manor Lane, 24 houses, where it appears some dropped kerbs indicated in the plans have not been completed.

Action: The Clerk to pursue these matters.

5. Matters Arising from the Previous Minutes not covered elsewhere.

a. Proposal for a Cheshire East Planning Seminar:

The response received by the Clerk was reported. It was agreed that the matter should be pursued in the New Year if nothing further is heard.

6. Assessment of the Parish Boundary Update

Cllr Clowes updated the task group with recent developments. Since Cheshire East Council are now intending to conduct a Community Governance Review as a result of a recent meeting of the Constitution Committee.

7. Review of the Holmes Chapel Neighbourhood Plan

Cllr Clowes informed of the decision of the Full Council on the 27th September 2018, where it was resolved that a review be initiated and that the SPTG group be tasked with putting together a preliminary plan. It was noted that it had always been intended to review after two years.

Issues to consider are: boundaries, the revised NPPF and local plan policies. The beyond 2030 thinking was also discussed and whether this needs considering. This will be put onto the November agenda.

It was agreed that Tom Evans be invited to the next meeting to explain the process.

Actions:

The Clerk to invite Tom Evans to a meeting with the SPTG Group

To look through the policies and to bring back thought on the need for a review to the next meeting:

Business – Peter Wiers/Steve Ranger

Transport – Mike Blomeley

Education, health, community – A Watkinson

Environment – John Clowes

Housing – Brian Bath/Les Gilbert

8. CEC Site Allocations and Development Policies Document (SADPD)

Cllr Clowes ran through the points raised by the Parish Council.

The draft response will be circulated for comment and will be approved at an Extraordinary Meeting on the 18th October.

Action: The Clerk to circulate and also to confirm the education figures.

9. S106 Research - Update on requests

- **11/1682C Former Fisons Site, Holmes Chapel, (RhodiaUk Ltd, Monde Developments and NM Rothschild and Sons Ltd):**

(S106 payment of £27,326 for 2 bus stops on A54 Marsh Lane) Onebus stop has been installed on Marsh Lane and the Clerk has written to ask if any money remains and has had a reply to say that even if there is some money residual, it cannot be used for any other purpose..

- **13/0041C Cotton Hall Farm, Middlewich Rd, Holmes Chapel (Laxey Point Limited, Netherley Limited and Persimmon Homes Ltd)**

£25,000 is available for two bus stops on Middlewich Road and £100,000 is available for a toucan pelican crossing in Middlewich Road. The toucan crossing won't be installed until the road building on the development are complete although it is apparent where it will be located.

Talks are ongoing with Cheshire East ecology officer, James Baggaley, regarding environmental work at the Dane Meadow where the S106 sum of £43,700 has been earmarked. The crossing is to be installed at the beginning of November.

- **13/3294C Former Fisons Site**

*(S106 payment of £20,000 towards extension of 30mph limit on A50)*An email received by the Clerk from Robert law of Cheshire East Planning during the meeting established that the S106 money is not yet payable as demolition does not construe the beginning of development. There is no further news on this.

Action: The Clerk to continue to pursue.

10. New Homes Bonus

Cllr Clowes updated the task group on the projects decided by the Council: Church Walk improvements and an extension to the Croco Path. The need to submit priorities was discussed.

11. T and T Group Meeting

Dr Ron Cooper updated the group:

- A traffic and Transport Group report will be completed after analysis on the results of the questionnaire. The report will firstly be reviewed by the SPTG prior to being taken to the Council for approval.
- The footpath survey has had little positive reponse from either Cheshire East Highways or Cheshire East assets due to financial restraints.
- The Station Road bridge is being discussed by the group.

12. **Project Plan – Review of tasks and dates**

Not requiring a review at present.

13. **Beyond 2030 draft document - update**

Cllr Clowes explained that the 2030 document was being altered to appear more neutral especially on issues such as the relief road and to make clear that all suggestions are just options. The idea is to take an holistic approach.

It was noted that Holmes Chapel does not have sufficient designated Green Space.

It was agreed that the paper be brought back to the November meeting.

Action: Cllr Clowes to review and to send out a draft copy.

14. **Any other business**

None

15. **Date of next meeting: Tuesday 6th November, 2:00pm, Academy Suite, HCCC (venue to be confirmed).**

Future Meeting Dates:

All meetings on a Tuesday unless otherwise stated.

4th December 2018

8th January 2019

5th February 2019

5th March 2019

2nd April 2019



Holmes Chapel Parish Council

Clerk of the Council: Sue Davies

Email: clerk@holmeschapelparishcouncil.gov.uk

Assistant: Sue McKay

Email: admin@holmeschapelparishcouncil.gov.uk



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

19 October 2018

Dear Mr Bell,

Holmes Chapel parish Council - Priorities

Holmes Chapel Parish Council considered priorities for the New Homes Bonus at the Council meeting of the 27th September, 2018. It was resolved to put the following priorities forward on behalf of Holmes Chapel.

- 1. Health and Wellbeing** – To encourage and assist in maintaining a healthy lifestyle by providing outdoor recreation and access to the countryside.
- 2. Improving and Maintaining Village and Town centres** – To encourage thriving and vibrant town and village centres with strong resilient communities.

With Best Regards

Mrs Sue Davies

Clerk of the Council

Re-declaration

Summary and check

Please check all of the details below that will be in this re-declaration to The Pensions Regulator.

When you submit your declaration this will be an official record of what has been done to meet the employer's legal duties for re-enrolment, so you must make sure that all information is correct and complete.

If you are acting on behalf of the employer, you should check with the employer that this information is correct before you submit it.

To submit your declaration you must click on submit on the next page.

Your details

Your name

Susan McKay

Your main telephone number

01477 533934

Additional telephone number (optional)

Not provided

Your email address

admin@holmeschapelparishcouncil.gov.uk

Your relationship to the employer

Finance Manager

Your contact address

Address

Holmes Chapel Parish Council
1 Church Walk
Holmes Chapel
CREWE
CW4 7AZ
United Kingdom

Employer details

Name of the employer

Holmes Chapel Parish Council

Companies House number

Not provided

Industrial and provident society number

Not provided

Registered charity number

Not provided

VAT registration number

Not provided

Employer contact details

Owner or most senior person at the employer

Mrs Susan Davies

Job title

Clerk to the Council

Email address (optional)

clerk@holmeschapelparishcouncil.gov.uk

Employer's address

Address

Holmes Chapel Parish Council
1 Church Walk
Holmes Chapel
CREWE
CW4 7AZ
United Kingdom

Employer's PAYE reference(s)

709/NTH502

Pension scheme details

The employer has used the following pension schemes for re-enrolment:

Scheme 1 - Occupational pension scheme(s)

Pension scheme name

Cheshire Pension Fund

Employer pension scheme reference (EPSR)

00977

Pension scheme registry number

10027832

Number of staff re-enrolled on the re-enrolment date.

Employer's re-enrolment date

17 Oct 2018

Staff details

Total number of staff in employment on 17 October 2018 (the re-enrolment date)

2

Number of staff already members of a scheme on 17 October 2018

2

Number of staff to whom the defined benefit transitional period has been applied

0

Number of staff who do not fall into the above categories

0

Please make sure all the information above is correct

2018 Poppy Appeal



The Royal British Legion
Holmes Chapel Branch.

Joint Poppy Organisers
Mr & Mrs M Coates
64. London Road
Sutton Oaks
Holmes Chapel
01477 534263

Organisation..... Parish Council

Dear *Sue*

I am writing to you to inform you that your Wreath for the Remembrance Day Parade & Service is available for you to collect from the above address.

In order to avoid the need to charge VAT we cannot quote a price. Instead preferring to make the Wreath available to you in return for a voluntary donation. As a guide I can tell you that the production cost of your Wreath is £18.50.

This will assist the Legion to continue it's vital work within the Service & ex service community, so whatever you donate will be gratefully appreciated. All I ask is that you please ring the above number before calling to collect your Wreath.

Yours sincerley..

Malcolm Coates

Glenda Coates

Please return this section with your donation. Cheques should be payable to the RBL Poppy Appeal. Could you please return this slip as soon as possible after Remembrance Day. Our paperwork etc needs to be in by the end of November.

Appendix 5

Holmes Chapel Parish Council 2018/2019

Income and Expenditure Account for Year Ended 30 September 2018

31 March 2018		30 September 2018
	Operating Income	
198,447	Council Income	209,677
2,060	Grants & Donations	0
1,328	Village Maintenance	840
12,059	Youth Facilities Project	0
100	Holmes Chapel Partnership	0
	Total Income	
213,994		210,517
	Running Costs	
35,078	Employees	20,295
4,876	Premises	2,262
2,215	Office Services	1,459
1,810	Communications	1,261
540	Members	79
12,096	Professional Services	4,121
1,588	Subscriptions	1,704
2,350	Grants & Donations	3,150
14,519	Village Services	2,830
5,332	Village Maintenance	2,611
75,893	HC Community Centre Revenue	33,714
9,960	HC Community Centre Project	253
25,203	Youth Facilities Project	0
20,245	River Croco Path Project	0
1,307	Village Centre Improvements	3,479
0	Highways & Infrastructure	271
	Total Expenditure	
213,013		77,488
	General Fund Analysis	
66,927	Opening Balance	10,928
213,994	Plus : Income for Year	210,517
280,921		221,445
213,013	Less : Expenditure for Year	77,488
67,908		143,957
20,000	Transfers TO / FROM Reserves	(16,980)
47,908	Closing Balance	160,937

Holmes Chapel Parish Council 2018/2019

Balance Sheet as at 30 September 2018

31 March 2018

30 September 2018

		Current Assets	
	1,004	Debtors	0
	1,309	VAT control	1,781
	4,107	Prepayments	0
	8,353	Current A/c	39,429
	24,629	Business Saver	119,727
	55,000	CCLA Deposit Fund - 0117530001	65,000
	94,402		225,937
		94,402 Total Assets	225,937
		Current Liabilities	
	294	Creditors	0
	1,200	Accruals	0
	1,494		0
		92,908 Total Assets Less Current Liabilities	225,937
		Represented By	
	10,928	Revenue Expenditure	79,149
	25,000	Revenue Reserves	25,000
	36,980	Capital Fund	81,788
	20,000	Capital Reserves	40,000
	92,908		225,937

The above statement represents fairly the financial position of the authority as at 30 September 2018 and reflects its Income and Expenditure during the year.

Signed :
Chairman

_____ Date : _____

Signed :
Responsible
Financial

_____ Date : _____

Detailed Income & Expenditure by Budget Heading 30 September 2018

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	209,406	209,406	0			100.0%
1180 Bank Interest	278	120	(158)			231.7%
1999 Miscellaneous Income	(7)	0	7			0.0%
Council Income :- Income	209,677	209,526	(151)			100.1%
Movement to/(from) Gen Reserve						
	209,677					
<u>101 Employees</u>						
4000 Salaries & Related Costs	20,130	38,000	17,870		17,870	53.0%
4010 Staff Training	165	500	335		335	33.0%
4015 Staff Expenses & Subscriptions	0	400	400		400	0.0%
Employees :- Indirect Expenditure	20,295	38,900	18,605	0	18,605	52.2%
Movement to/(from) Gen Reserve						
	(20,295)					
<u>102 Premises</u>						
4030 Rent	1,875	3,750	1,875		1,875	50.0%
4035 Electricity	300	1,000	700		700	30.0%
4036 Water	87	200	113		113	43.4%
4037 Premises Insurance	0	170	170		170	0.0%
4039 Property Repairs & Maintenance	0	500	500		500	0.0%
Premises :- Indirect Expenditure	2,262	5,620	3,358	0	3,358	40.2%
Movement to/(from) Gen Reserve						
	(2,262)					
<u>103 Office Services</u>						
4050 Telephones/Internet Office	657	1,200	543		543	54.7%
4053 Office Consumables	3	200	197		197	1.5%
4054 Printing Misc	6	100	94		94	6.1%
4055 Postage	15	50	35		35	30.9%
4056 Photocopier/Printers	366	600	234		234	61.0%
4057 Stationery and Newspapers	219	300	81		81	73.0%
4058 Office Equipment Purchases	0	600	600		600	0.0%
4059 Office Equipment Maintenance	0	100	100		100	0.0%
4060 Software Support	192	250	58		58	76.8%
Office Services :- Indirect Expenditure	1,459	3,400	1,941	0	1,941	42.9%
Movement to/(from) Gen Reserve						
	(1,459)					

Detailed Income & Expenditure by Budget Heading 30 September 2018

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>104 Communications</u>						
4070 Newsletter/ Publicity Printing	535	1,200	665		665	44.6%
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	100	300	200		200	33.2%
Communications :- Indirect Expenditure	1,261	3,300	2,039	0	2,039	38.2%
Movement to/(from) Gen Reserve	(1,261)					
<u>105 Members</u>						
4080 Members Expenses	0	100	100		100	0.0%
4081 Room Hire	79	200	121		121	39.4%
4082 Members' Training	0	300	300		300	0.0%
4085 Chairman's Allowance	0	250	250		250	0.0%
Members :- Indirect Expenditure	79	850	771	0	771	9.3%
Movement to/(from) Gen Reserve	(79)					
<u>106 Professional Services</u>						
4090 Legal & Professional Fees	0	200	200		200	0.0%
4091 Audit Fees	(5)	1,250	1,255		1,255	(0.4%)
4095 Insurance	3,890	8,000	4,110		4,110	48.6%
4096 Bank Charges	116	250	134		134	46.2%
4097 Payroll Services	120	240	120		120	50.0%
4099 General Data Protection Regs	0	500	500		500	0.0%
Professional Services :- Indirect Expenditure	4,121	10,440	6,319	0	6,319	39.5%
Movement to/(from) Gen Reserve	(4,121)					
<u>108 Subscriptions</u>						
4110 Chalc Subscriptions	1,504	1,550	46		46	97.0%
4111 Subscriptions Other	200	200	0		0	100.0%
Subscriptions :- Indirect Expenditure	1,704	1,750	46	0	46	97.4%
Movement to/(from) Gen Reserve	(1,704)					
<u>109 Grants & Donations</u>						
4120 Grants S137	650	2,000	1,350		1,350	32.5%
4125 Grant Partnership (Christmas M	0	500	500		500	0.0%
4126 Grant Cemetery Development	2,500	2,500	0		0	100.0%
Grants & Donations :- Indirect Expenditure	3,150	5,000	1,850	0	1,850	63.0%
Movement to/(from) Gen Reserve	(3,150)					

Detailed Income & Expenditure by Budget Heading 30 September 2018

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	16	150	134		134	10.8%
4201 Church Floodlights	217	600	383		383	36.2%
4202 Christmas Activities	0	400	400		400	0.0%
4203 Christmas Lights Maintenance	650	5,700	5,050		5,050	11.4%
4204 CCTV	0	5,700	5,700		5,700	0.0%
4205 Lengthsman	1,597	7,500	5,903		5,903	21.3%
4210 Remembrance Day Activities	350	400	50		50	87.5%
Village Services :- Indirect Expenditure	2,830	20,450	17,620	0	17,620	13.8%
Movement to/(from) Gen Reserve			(2,830)			
<u>122 Village Maintenance</u>						
1027 Memorial Donations	840	0	(840)			0.0%
Village Maintenance :- Income	840	0	(840)			
4249 Street Lighting - repairs	0	500	500		500	0.0%
4250 Street Lighting-electricity	354	550	196		196	64.4%
4251 Highways & Road Safety	271	500	229		229	54.1%
4253 Plants/Baskets Purchases	95	750	655		655	12.7%
4254 Plants/Baskets Maintenance	0	1,200	1,200		1,200	0.0%
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	0	500	500		500	0.0%
4260 Donated Memorials	640	0	(640)		(640)	0.0%
4261 Grant Funded Improvements	1,107	0	(1,107)		(1,107)	0.0%
Village Maintenance :- Indirect Expenditure	2,611	5,750	3,139	0	3,139	45.4%
Movement to/(from) Gen Reserve			(1,771)			
<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	1,075	1,600	525		525	67.2%
4272 HCCC Maintenance/Other Work	67	2,400	2,334		2,334	2.8%
4275 Public Works Loan 1 Repayment	27,940	55,636	27,697		27,697	50.2%
4276 Public Works Loan 2 Repayment	4,633	9,230	4,597		4,597	50.2%
HC Community Centre Revenue :- Indirect Expenditure	33,714	72,866	39,152	0	39,152	46.3%
Movement to/(from) Gen Reserve			(33,714)			
<u>134 HC Community Centre Project</u>						
4581 HCCC Car Park	253	30,000	29,747		29,747	0.8%

Detailed Income & Expenditure by Budget Heading 30 September 2018

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4583 HCCC Conservatory Work	0	8,000	8,000		8,000	0.0%
HC Community Centre Project :- Indirect Expenditure	253	38,000	37,747	0	37,747	0.7%
6000 plus Transfers from EMR	253					
Movement to/(from) Gen Reserve	0					
<u>135 Youth Facilities Project</u>						
4601 Skate Park Retention	0	1,321	1,321		1,321	0.0%
Youth Facilities Project :- Indirect Expenditure	0	1,321	1,321	0	1,321	0.0%
Movement to/(from) Gen Reserve	0					
<u>150 Village Centre Improvements</u>						
4500 Conservation Area Signage	0	3,000	3,000		3,000	0.0%
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%
Village Centre Improvements :- Indirect Expenditure	3,479	9,000	5,521	0	5,521	38.7%
6000 plus Transfers from EMR	3,479					
Movement to/(from) Gen Reserve	0					
<u>153 Highways & Infrastructure</u>						
4520 Bus Stop Seating	0	1,000	1,000		1,000	0.0%
4525 SID Post & Solar Panel	271	4,000	3,729		3,729	6.8%
Highways & Infrastructure :- Indirect Expenditure	271	5,000	4,729	0	4,729	5.4%
6000 plus Transfers from EMR	271					
Movement to/(from) Gen Reserve	0					
Full Council :- Income	210,517	209,526	(991)			100.5%
Expenditure	77,488	221,647	144,159	0	144,159	35.0%
Net Income over Expenditure	133,029	(12,121)	(145,150)			
plus Transfers from EMR	4,003					
Movement to/(from) Gen Reserve	137,032					
Grand Totals:- Income	210,517	209,526	(991)			100.5%
Expenditure	77,488	221,647	144,159	0	144,159	35.0%
Net Income over Expenditure	133,029	(12,121)	(145,150)			
plus Transfers from EMR	4,003					
Movement to/(from) Gen Reserve	137,032					

Holmes Chapel Parish Council

Report to: Strategy & Finance Committee

Report Reference 1819SF32

Meeting Date: 25 October 2018

Agenda item: 12

Prepared by: Cllr D Savage

Subject: Finance Members Report

October 2018

Having carried out the required tests of the Financial processes I can state that all the required functions have been met satisfactorily, the manual recording and both computer packages have recorded the necessary information correctly.

Submissions were made to the Internal and External Auditors on time and containing the correct information as requested for both parties to carry out the audits in a timely manner.

It is important to note that the External Audit came back completely clean with no further actions to be taken this financial year and recommendations from the Internal Auditor have been put in place.

I must thank sincerely our Responsible Financial Officer, Mrs Sue McKay, for her diligent work in keeping our financial records in a proper manner and recognising the report from the External Auditor. I must also thank our Clerk, Mrs Sue Davies, for her oversight in this matter.

The manner in which we approach financial management and the professional manner in which we carry out the required activity goes a long way to supporting our continued Quality Gold status.

Cllr D Savage
Finance Member

Holmes Chapel Parish Council

Report to:	Strategy & Finance Committee
Report Reference	1819SF33
Meeting Date:	25 October 2018
Agenda item:	12
Prepared by:	S McKay
Subject:	Financial Report on 2 nd Quarter 2018/19

Accounts have been prepared to the 2nd quarter of the financial year. They have balanced and the Bank accounts have been reconciled.

REVENUE SPEND

The following points to note from the issued reports:

Staff salaries: the recent increase in hours for the Clerk and Assistant will result in overspend in this category, of 20.5%
Grants and Donations; the figure shown does not include the payment for Everybody Junior Awards sponsorship; when taken into account, the spend in this category is £900, 45%

Bank Interest: Investment with the CCLA is yielding good rates of interest and along with the increased amounts of investment - the income for interest is well above what was budgeted.

CAPITAL SPEND

The Christmas Light extension project is now completed, with other projects progressing.
The capital fund has been increased by the second instalment of £20,750 as allocated from the budget.

AUDIT – The Audit for 2017/18 is complete, with the accounts available for public inspection.

ASSET REGISTER – The asset register has been updated to reflect spending in the first half of the year. The value of assets has increased by £8,948. The asset register has been reformatted to give each asset an individual number, whereas previously similar assets were grouped under one number. The only exception to this is street lighting, as further asset information is awaited from Cheshire East Highways. A pictorial appendix is also included as part of the asset register.

Action required:

To receive the report and to approve the accounts for the end of the 2nd Quarter for signature by the Chairman and RFO.

Mrs Sue McKay
Responsible Financial Officer
19 October 2018

Appendix 8

Cash Flow Forecast 2018/19		to 30 September 2018											
	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						
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	30.00	30.00	30.00	30.00	30.00	30.00	458.00
Other Income	-7.00		640.00			200.00							833.00
17/18 Year End Adujsts												-3,617.00	-3,617.00
Total Income for month	197,604.00	24.00	701.00	28.00	31.00	105,037.00	30.00	30.00	30.00	30.00	30.00	-3,587.00	299,988.00
													0.00
Revenue Spend	36,109.00	10,125.00	7,192.00	4,267.00	3,147.00	12,645.00	46,000.00	9,300.00	12,500.00	9,300.00	9,300.00	9,081.00	168,966.00
Capital Projects													
Conservation Area signs							3,000.00						3,000.00
HCCC - Conservatory Roof										8,000.00			8,000.00
HCCC - Grounds/Car park			117.00	78.00		58.00		29,800.00					30,053.00
Library path upgrade											3,000.00		3,000.00
Christmas Lights						3,179.00							3,179.00
SID posts				271.00						3,700.00			3,971.00
Bus stop seats								1,000.00					1,000.00
Village Centre Fixtures						300.00							
Total Spend for month	36,109.00	10,125.00	7,309.00	4,616.00	3,147.00	16,182.00	49,000.00	40,100.00	12,500.00	13,000.00	20,300.00	9,081.00	221,469.00
Actual Balance c/f	161,495.00	151,394.00	144,786.00	140,198.00	137,082.00	225,937.00	176,967.00	136,897.00	124,427.00	111,457.00	91,187.00	78,519.00	
Reserves													
Revenue	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	
Capital	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	111,967.00	71,897.00	59,427.00	46,457.00	26,187.00	13,519.00	13,519.00
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 and revenue balance												
	Total revenue spend increased from £168,026 to include new budget line £300 (Meeting costs) and £640 for donated memorial bench												



Holmes Chapel Parish Council

Register of Assets

Contents:	Purchase Cost	Replacement/ Insurance value
<u>1. Office Equipment / Contents</u>	9,354	9,450
<u>2. Street Lighting & Furniture</u>	36,191	38,188
<u>3. SID Devices</u>	15,244	15,244
<u>4. Benches</u>	10,440	10,540
<u>5. Planters, Signage & Sculpture</u>	21,104	21,105
<u>6. Community Centre & Play equipment</u>	1,103,825	3,505,000
<u>7. Removed Items</u>		
<u>Totals</u>	<u>£ 1,196,158</u>	<u>£ 3,599,527</u>

Approved on..... Minute Reference

Chairman of the Council.....