



Holmes Chapel Parish Council

Clerk of the Council: Nicola Clarke

Email: clerk@holmeschapelparishcouncil.gov.uk
01477 533934

Admin: Sue McKay

Email: admin@holmeschapelparishcouncil.gov.uk
01477 533934



1 Church Walk, Holmes Chapel Cheshire, CW4 7AZ

TO ALL MEMBERS OF THE STRATEGY & FINANCE COMMITTEE -

You are summoned to attend a meeting of the Strategy and Finance Committee on **Thursday 20 July 2017** at the Academy Suite, Holmes Chapel Community Centre commencing at 7.00 p.m.

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. **Presentation by ES&R on the 2016/17 trading performance for Holmes Chapel Community Centre.** To **resolve** to suspend Standing Orders in order to receive a presentation from ES&R.
5. **Committee minutes** – to approve the minutes of the meeting held on 22 June 2017 – copy circulated.
6. **Matters arising**
 - A request has been made to CEC asking for the Holmes Chapel Design Guide to be formally adopted as a supplementary planning guidance document to the Holmes Chapel Neighbourhood Plan and Cheshire East Design guide. Acknowledgement has been received from Adrian Fisher;
 - Pension application has been made to Cheshire Pension Fund for Mrs S McKay;
 - A letter was sent to CEC opposing the closure of the Arclid HWRC to be circulated prior to the CEC Cabinet meeting on 11 July 2017. Confirmation has been received that CEC voted to close the tip on 30 September 2017.
 - To note the Community Resilience event will take place on 14 September at 7.00 p.m. at the Holmes Chapel Community Centre.

- 7. Planning applications** – To consider any applications on lists recently circulated by CEC.
- **17/3412C** 10 Hawthorn Villas, CW4 7AR. Ground floor rear extension to replace existing conservatory.
 - **17/3427C** Holmes Chapel Community Pre-school, Middlewich Road, CW4 7EB. Retrospective application for the provision of existing pre-school.
 - **17/3331C** rear of 108 London Road, Holmes Chapel, CW4 7BD. Construction of 2 no. dwellings.
- 8. Strategic Planning Task Group** – to note the minutes from the meetings on 11 July 2017 and matters arising. See Appendix 1.
- 9. Parish Council policies**
- To recommend approval the following policies
 - Grants and donations (sent separately)
 - Risk management (sent separately)
 - Safeguarding (see Appendix 2)
 - To confirm there is no requirement for a Prevent policy as this is covered by the schools and local authorities. Links have been included on the Parish Council website on how to report concerns and give further information from the Government and Cheshire East Council.
- 10. Holmes Chapel Partnership** – to note a meeting with the Partnership on 28 June to identify future projects and receive a verbal report from Cllr Blomeley.
- 11. Finance**
- 11.1** To note the bank reconciliation for 30 June 2017 is £106,085
- 11.2** To receive financial reports including the cash flow forecast to 30 June 2017 (1st Quarter) See Appendix 3
- 11.3** To receive a report from the Finance Member and RFO. See Appendix 4
- 12. Grants and Donations** – to **approve** a donation to Dane Sound Community Radio. See application form at Appendix 5.
- 13. Public Speaking.**
- 14. Future Agenda items** – Quality Council monitoring, policies relating to review Neighbourhood Plan, Creation of a master list for projects.
- 15. Chairman's and Clerk's reports** – To receive reports.

Nicola Clarke
Clerk of the Council
14 July 2017

Appendix 1

Strategic Planning Task Group 3 **Tuesday 11 July 2017 2.00 p.m.** **Holmes Chapel Parish Council office**

1. **Attendees.** Brian Bath, John Clowes, Steve Ranger, Ron Cooper, Alan Watkinson, Nicola Clarke

3. **Apologies** David Savage, Mike Blomeley and Les Gilbert

3. **Declarations of interest.** None

4. **Minutes of the meeting held on 6 June 2017.** Agreed

5. **Terms of Reference (ToR)**

The group learned the draft Terms of Reference had been approved by the Strategy and Finance Committee. The ToR was signed by the Chairman of S&F committee and the Chairman of the SPTG.

6. **Project Plan**

The group went through the Project Plan and each person responsible for their topic updated the group:

- | | |
|--|--|
| 1. Beyond 2030 | JC confirmed the draft document will be submitted to the 5 September meeting. |
| 2. Parish & Settlement Boundaries | BB reported that draft documents will be ready by Autumn 2017 |
| 3. Holmes Chapel Service Centre status | BB as above |
| 4. CEC Local Plan | SPTG to keep a watching brief |
| 5. Countryside & Environment | To be discussed at this meeting |
| 6. Community & Wellbeing | SPTG to keep a watching brief |
| 7. Future Housing | BB has set up a group |
| 8. Transport | MB is leading a group |
| 9. Business & Employment | SR working on this |
| 10. NP Review | Task Group – at the request of S&F to conduct a review of NP – expected in Q2 2018 |

Actions:

- Each to bring reports back to the TG by the timescales stated
- To add this as a standing agenda item

7. **CEC Site Allocations and Development Policies (SADPD)**

LG confirmed CEC are now working on the policy following consultation..

Action: NC to check on status with CEC.

Keep as a standing item on the agenda.

8. **CEC Design Guide adoption**

Agreed to monitor this.

9. **Review of HC NP and other NPs**

A discussion took place on the necessity of monitoring how existing NPs are updated. It is thought that none have been changed in the country yet. Processes were discussed by the group on how to review the HCNP, especially if there are material changes to Holmes Chapel e.g. boundary reviews. The group also considered a mechanism to log any policies from other plans or amendments to the existing plan to be kept for future discussion.

Actions:

- To ask TE for advice on how and why plans should be updated;

- To ask the PC to include a requirement to review the plans on a regular basis in the PC Governance. Propose after 2 years in the first instance and then each year thereafter;
- BB to produce a spreadsheet in order to log ideas for policies and shared via Google Drive.

10. Open Spaces paper

The paper was discussed and agreed with one amendment from JC on recommendations; paper to be sent to Council for approval.

11. Monitor new developments against approved plans and conditions

The group agreed the requirement to monitor developments but struggled to come up with a foolproof method. Further thought is required and will be considered again and considered at the next meeting.

12. Publicity recommendations to S&F committee.

To be considered at the next meeting.

13. AOB.

BB reminded the group of the intention to draw up a CIL 123 list to be ready when CEC begin their process.

12. Future agenda items

None agreed yet.

Future Meeting Dates:

8 August 2017
 5 September 2017
 3 October 2017
 7 November 2017
 5 December 2017
 9 January 2018
 6 February 2018
 6 March 2018
 3 April 2018
 1 May 2018

Appendix 2

SAFEGUARDING POLICY

Introduction

The parish council acknowledges the duty of care to safeguard children, young people and vulnerable adults receiving services provided or commissioned by the parish council. This policy outlines practice that will promote the safety of those using parish council facilities and support the Council, its officers, elected members and volunteers in fulfilling their statutory responsibilities.

Definitions

- Children and young people:
Anyone under the age of 18 years
- Vulnerable adult:
Anyone over 18 who is:
unable to care for themselves
unable to protect themselves from significant harm or exploitation
or may be in need of community care services

To whom this policy applies:

To anyone working for or on behalf of Holmes Chapel Parish Council whether in a paid, voluntary or commissioned capacity.

Promoting a safe environment

The parish council will ensure that it provides safe facilities if any of the above will be using the services of the parish council. An annual check will be made with the tenant of Holmes Chapel Community Centre, ensuring the updating of their Safeguarding Policy on an annual basis.

Employees, councillors and volunteers have a duty to protect children, young people and vulnerable adults but are not responsible for deciding whether abuse is taking place. Any concerns should be directed to CEC. It is not the responsibility of the parish council to investigate allegations of abuse.

Allegations against staff and volunteers

Staff should take care not to place themselves in vulnerable positions with a child or vulnerable adult. It is always advisable for interviews with individual children or parents to be conducted in view of other adults.

What should be a cause for concern

Staff and volunteers should be concerned by any behaviour, action or inaction, which significantly harms the physical and/or emotional development of a child or a vulnerable adult. A child or vulnerable adult may be abused by parents, other relatives or carers, professionals and their peers, and abuse can occur in any family or in other areas of society, regardless of social class, wealth or geographical location.

Abuse falls into four main categories:

1. Physical abuse
2. Emotional abuse
3. Sexual abuse
4. Neglect.

Contact details

Cheshire East Council Domestic Abuse Family safety unit	01606 363532
Cheshire East Council Adult safety unit	0300 123 5010
	0300 123 5022

<http://www.cheshireeast.gov.uk/livewell/staying-safe/staying-safe.aspx> provides further information

Monitoring and Review

This policy will be reviewed once per council term or:

- changes in legislation and/or governance guidance
- as a result of any other significant change or event

Appendix 3

Holmes Chapel Parish Council 17/18
Income and Expenditure Account for Year Ended 30 June 2017

31st March 2017		30 June 2017
	Operating Income	
188,436	Council Income	98,542
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	113,571
351,423		
	Running Costs	
37,071	Employees	9,710
4,479	Premises	1,089
3,749	Office Services	621
1,652	Communications	695
825	Members	80
9,244	Professional Services	3,090
1,563	Subscriptions	1,563
2,850	Grants & Donations	850
11,366	Village Services	303
8,423	Village Maintenance	2,273
0	HC Community Centre Revenue	33,689
8,925	Dane Meadow Project	0
232,467	HC Community Centre Project	0
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
365,090	Total Expenditure	99,413
	General Fund Analysis	
105,593	Opening Balance	66,927
351,423	Plus : Income for Year	113,571
457,017		180,498
365,090	Less : Expenditure for Year	99,413
91,927		81,085
0	Transfers TO / FROM Reserves	(25,000)
91,927	Closing Balance	106,085

Holmes Chapel Parish Council 17/18
Balance Sheet as at 30 June 2017

31st March 2017

30 June 2017

Current Assets			
10,511	VAT control	10,076	
4,953	Prepayments	0	
9,861	Current A/c	11,418	
44,587	Business Saver	29,591	
25,000	CCLA Deposit Fund - 0117530001	55,000	
94,911			106,085
	94,911 Total Assets		106,085
Current Liabilities			
2,985	Creditors	0	
2,985			0
	91,927 Total Assets Less Current Liabilities		106,085
Represented By			
66,927	Revenue Expenditure		29,338
25,000	Revenue Reserves		25,000
0	Capital Fund		51,747
91,927			106,085

The above statement represents fairly the financial position of the authority as at 30 June 2017 and reflects its Income and Expenditure during the year.

Signed :
Chairman

_____ Date : _____

Signed :
Responsible
Financial

_____ Date : _____

10:51

Detailed Income & Expenditure by Budget Heading 30th June 2017

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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Full Council100 Council Income

1176	Precept	98,515	197,030	98,515		50.0%
1180	Bank Interest	27	0	(27)		0.0%
	Council Income :- Income	98,542	197,030	98,488		50.0%

Movement to/(from) Gen Reserve**98,542**101 Employees

4000	Salaries & Related Costs	9,528	38,000	28,472	28,472	25.1%
4010	Staff Training	50	500	450	450	10.0%
4015	Staff Expenses & Subscriptions	133	400	267	267	33.2%
	Employees :- Indirect Expenditure	9,710	38,900	29,190	0	25.0%

Movement to/(from) Gen Reserve**(9,710)**102 Premises

4030	Rent	938	3,750	2,813	2,813	25.0%
4035	Electricity	152	1,200	1,048	1,048	12.6%
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	1,089	5,800	4,711	0	18.8%

Movement to/(from) Gen Reserve**(1,089)**103 Office Services

4050	Telephones/Internet Office	167	1,400	1,233	1,233	11.9%
4053	Office Consumables	0	200	200	200	0.0%
4054	Printing Misc	0	100	100	100	0.0%
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	621	3,100	2,479	0	20.0%

Movement to/(from) Gen Reserve**(621)**104 Communications

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	47.1%

Movement to/(from) Gen Reserve**(695)**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<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	23	300	278		278	7.5%
4085 Chairman's Allowance	58	250	192		192	23.0%
Members :- Indirect Expenditure	80	750	670	0	670	10.7%
Movement to/(from) Gen Reserve	(80)					
<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					
<u>121 Village Services</u>						
4200 Village Competition	0	150	150		150	0.0%
4201 Church Floodlights	109	600	491		491	18.1%
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	303	16,800	16,497	0	16,497	1.8%
Movement to/(from) Gen Reserve	(303)					

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<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	176	750	574		574	23.5%
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	2,273	5,750	3,477	0	3,477	39.5%
Movement to/(from) Gen Reserve	(1,463)					
<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	0	10,000	10,000		10,000	0.0%
HC Community Centre Project :- Indirect Expenditure	0	60,000	60,000	0	60,000	0.0%
Movement to/(from) Gen Reserve	0					
<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)					

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>141Holmes 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>150Village 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	113,571	197,030	83,459			57.6%
Expenditure	99,413	265,741	166,329	0	166,329	37.4%
Net Income over Expenditure	14,158	(68,711)	(82,870)			
plus Transfers from EMR	5,245					
Movement to/(from) Gen Reserve	19,403					
Grand Totals:- Income	113,571	197,030	83,459			57.6%
Expenditure	99,413	265,741	166,329	0	166,329	37.4%
Net Income over Expenditure	14,158	(68,711)	(82,870)			
plus Transfers from EMR	5,245					
Movement to/(from) Gen Reserve	19,403					

Cash Flow Forecast 2017/18			updated 05/07/2017										
	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									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										27.00
Other Income	292.00	100.00	518.00										910.00
Total Income for month	196,833.00	6,072.00	2,593.00	0.00	0.00	98,515.00	0.00	0.00	0.00	0.00	0.00	0.00	304,013.00
													0.00
Revenue Spend	35,912.00	8,101.00	9,952.00	7,600.00	9,500.00	8,500.00	42,000.00	7,000.00	17,000.00	7,000.00	4,000.00	9,465.00	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	17,560.00	10,734.00	38,500.00	42,000.00	7,000.00	17,000.00	7,000.00	4,000.00	10,786.00	253,993.00
Actual Balance c/f	135,718.00	113,444.00	106,085.00	88,525.00	77,791.00	137,806.00	95,806.00	88,806.00	71,806.00	64,806.00	60,806.00	50,020.00	
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	43,525.00	32,791.00	92,806.00	50,806.00	43,806.00	26,806.00	19,806.00	15,806.00	5,020.00	5,020.00
Notes:													
Revenue spends:	April and October include PWL 1 repayment May and November include PWL 2 repayment June/July 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 plant maintenance (summer watering)												

Holmes Chapel Parish Council

Report to:	Strategy and Finance Committee
Report Number	1718SF05
Meeting Date:	20 July 2017
Agenda item:	SF11.3
Prepared by:	Nicola Clarke
Subject:	1 st Quarter Finance Report 30 June 2017

Information

Papers have been circulated for the 1st quarter Income and Expenditure outcome and cash flow forecast.

The following points arise from the report:

- **Employees** Although the salaries and related costs are showing at 25% of annual costs, this will now rise due to the administrative assistant joining the Cheshire Pension Fund. The budget heading will now be consistently over budget for the remainder of the year.
NI and Tax have been paid for the 1st Quarter.
- **Premises** Is currently showing very little expenditure due to lack of invoices
- **Office** As previously reported the spend on the photocopier/printer has been underestimated and consequently will be over budget.
- **HCCC** The boiler invoice has now been paid; the fencing invoice will be paid in August.

Insurance

The 3 year contract is coming to an end in early October 2017 and I have requested a visit from the broker, Came and Company to discuss our current insurance requirements. Following a discussion with ES&R, I am wondering if we are over insuring the HCCC and will seek clarification at the meeting.

Audit

The Annual Return was submitted to the BDO and they have returned the form with queries on the Asset Register arising from capital works undertaken at HCCC. This had been raised with the Internal Auditor and it was agreed not to capitalise the work carried out on phase 2. However, the BDO agree that the work does comprise of capital work and should be included in the Asset Register. The Annual Return has been altered, signed and returned with the requested documentation and we are awaiting their response.

See their comments below:

What is the point outstanding?	What is required to resolve the matter?	Why is this required?
<p>Many thanks for amending the annual return. Unfortunately it appears that the form has been amended to include an increase in box 9 of £25,000 across the two years as opposed to an increase of £250,000:</p> <p>2016 figure increased from £898,442 to £910,442 (increase of £12,000)</p> <p>2017 figure increased from £932,682 to £945,682 (increase of £13,000)</p> <p>As such the annual return remains misstated.</p>	<p>Please can the council advise us as to which action they wish to take in resolving this matter:</p> <p>1) BDO can raise a qualified issue in the audit report, explaining that the council has stated the 2016 and 2017 box 9 figure incorrectly. This will have no financial repercussions, nor will it penalise the council. It will however prevent the council from applying for 'Quality Council' status in the upcoming year.</p> <p>2) The form can be returned to the council for amendment and restatement of the 2016 and 2017 box 9 figure which would incur a £30 administration fee. If this is option is taken, please ensure that any amendments are initialled by the individual making the changes.</p>	<p>We are required to ensure that the annual return correctly reflects the financial position of the council.</p>

Recommendation:

To receive the report.

Appendix 5

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	Dane Sound Community Radio
Contact Name	Marie Bennett
Position in the organisation	Volunteer
Email address	marie@danesound.com
Telephone number	07887 768296
Address	c/o 42 Elm Drive, Holmes Chapel CW4 7QG
Bank details or name to be included on a cheque:	Account Name: Dane Sound Community Radio Sort Code: 20-53-77 Account Number: 73882276
Type of organisation	Non-Profit Community Radio Station run by volunteers.
Aims / objectives of the organisation	To provide a unique & valuable media facility in Holmes Chapel for residents, students, community groups & youth organisations to broadcast music, interviews, news and special interest programmes to Holmes Chapel and the surrounding areas, primarily as an online station, with a view to offering FM broadcasts in the future.
Membership - estimate numbers and area members are drawn from	We currently have a core group of 15 volunteers who are presenters and back office support. Several of these members represent larger community groups who are very keen to be involved. Therefore we expect the membership to increase significantly once we start broadcasting again. We will be forging links with local schools, youth and community groups to offer volunteering opportunities and training in radio & presenting skills.

	Current volunteers include local business owners, HC teaching staff, HC Scout leaders children's entertainers, Local DJ's, students & event organisers.
Is membership restricted by any means	There are no restrictions.
What age group will benefit from the funding	All age groups will be welcomed at the station. The involvement of local schools will allow primary and secondary children to be involved. Community groups and organisations in the village have already shown interest and will be encouraged to join in. We will actively encourage involvement from groups such as the U3A, Scouts & Guides, History Society, Holmes Chapel Memories, The Music Society, Retirement Homes, the Hurricanes Football & other sports clubs. Students looking for DofE opportunities and work experience will be welcomed.
How will the grant be used?	After a long search for a room to house our studio we have been offered a lifeline by Cranage Village Hall and have been provided with a room for the station. Currently we are all using our own equipment which isn't feasible with the studio, therefore we are currently fundraising to raise £2500 needed for dedicated studio equipment. If we were to receive a donation of up to £200 from you this would be used towards the purchase of our studio equipment including 2 laptops, mixer, microphones, speakers, software, dedicated high speed broadband, insurance, licences & marketing resources.
How will the funding benefit the Holmes Chapel community?	The funding will help us to purchase equipment, without which, we cannot launch. Our focus will be on developing a community facility to be enjoyed by all in the village and surrounding areas. Our project is unique to our area and our volunteers have a variety of skills and experience in the media industry and links with media professionals who wish to be involved. We can provide a wide range of programming to suit everyone, plus offer work experience and training opportunities.
How do you plan to seek funding from other sources	<ul style="list-style-type: none"> • We are applying for a Community Grant with Cheshire East. • We are organising the stalls for the Village Fair for the 2nd year for which we receive the stall fees. • We have a family fundraising event in July supported by The Vic Club which we hope will raise a large proportion of the funds needed.

	<ul style="list-style-type: none"> • We will also be targeting businesses for sponsorship and advertising. • Our business owner volunteers are providing a range of resources & services free of charge.
Have you submitted copies of quotations if necessary?	n/a
Have you submitted copies of accounts if necessary?	n/a