



# Holmes Chapel Parish Council

**Clerk of the Council: Nicola Clarke**

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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 22 June 2017** at the Academy Suite, Holmes Chapel Community Centre commencing at 7.00 p.m.

Planning applications will be available for inspection at 6.45 p.m.

### AGENDA:

1. **Chairman** - To elect a chairman for the committee for 2017/18
2. **Apologies** – to receive any apologies for absence.
3. **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.**
4. **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.
5. **Committee responsibilities** – to note the responsibilities of the new committee as set out in Appendix 1.
6. **Planning applications** – To consider any applications on lists recently circulated by CEC and any others which appear on the Cheshire East Council web site.
  - **17/2929C** 10 Bessancourt, CW4 7AN. Ground floor rear extension.
  - **17/2986C** 2 Arran Close, CW4 7QP. Single storey front extension, integral garage conversion and associated alterations.
7. **Strategic Planning Task Group** – to note the minutes from the meetings on 9 May and 6 June 2017 and matters arising. See Appendix 2.
  - 7.1 **Terms of Reference** – to **approve** the Terms of Reference of the Task Group. See Appendix 2

**7.2 Benchmarking**– to consider the merits of carrying out a benchmarking exercise in the village centre.

**7.3 Holmes Chapel Design Guide** – to **recommend** asking Cheshire East Council to adopt the Holmes Chapel Design Guide as a supplementary document to the Holmes Chapel Neighbourhood Plan and the Cheshire East Design Guide.

#### **8. Parish Council Policies**

- To **recommend approval** of the amended Governance Document to Full Council. See separate document.
- To note the requirement to review all policies and procedures and task members with policies each to review and bring back to the next committee meeting. See Appendix 3.

**9. Arclid HWRC** – to determine whether to make a further submission to Cheshire East Council on proposals to close the centre. See

[http://www.cheshireeast.gov.uk/waste\\_and\\_recycling/waste-strategy-and-performance/waste-strategy-and-performance.aspx](http://www.cheshireeast.gov.uk/waste_and_recycling/waste-strategy-and-performance/waste-strategy-and-performance.aspx)

**9. Vic Club Fair** – to determine the content and responsibilities of the stand at the fair on 16 July 2017.

**10. Holmes Chapel Partnership** – to note a meeting with the Partnership on 28 June to identify future projects.

#### **11. Finance**

**12.1** To note the bank reconciliation for 31 May 2017 is £113,444

**12.2** To receive financial reports including the cash flow forecast to 31 May 2017. See Appendix 6.

**12.3** To receive a report from the Finance Member and RFO and to note the creation of a check list to be used by members. See Appendix 4.

**12. Staff issues** – to **approve** the request from the Administrative Assistant to join the Cheshire Pension Scheme. See attached letter and report at Appendix 5.

#### **13. Public Speaking**

**14. Future Agenda items** – Community resilience. Quality Council monitoring

**15. Chairman’s and Clerk’s reports** – To receive reports.

**Nicola Clarke**  
**Clerk of the Council**  
**16 June 2017**

## Appendix 1

### **Strategy and Finance Committee Responsibilities**

Strategic Planning and Neighbourhood Plan monitoring  
CEC Local Plan and other policy documents  
s.106/CIL monitoring  
Governance and Policies  
Risk Management  
Quality Council issues  
Planning applications  
Staffing Matters  
Councillor training  
Community Resilience  
HC Partnership  
ChALC  
Finance:  
Budget setting and monitoring  
Grants and Donations  
Banking  
Accounts package

## Appendix 2

### **Strategic Planning Task Group 1** **Tuesday 9 May 2017 2.00 p.m.** **Holmes Chapel Parish Council office**

1. **Attendees:** Brian Bath, John Clowes, Mike Blomeley, Ron Cooper, Alan Watkinson, Les Gilbert, Nicola Clarke

2. **Chairman:** Agreed that BB act as Chairman.

3. **Apologies:** David Savage

3. **Declarations of interest:** None

#### **4. Review of the structure and responsibilities of the Task Group**

The group reviewed the structure of the Task Group in relation to the parish council governance and confirmed compliance.

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

The group agreed that a draft ToR will be prepared and agreed at the next meeting and then submitted to the Strategy and Finance Committee for approval.

**Action: BB to circulate a draft to task group members as soon as possible for comment.**

#### **6. NP SG Handover document tasks**

The group went through the NP SG Handover document and agreed priorities and time scales.

**Action: BB to prepare a project plan to be circulated and discussed at the next meeting.**

#### **7. CEC Minerals and Waste Development Plan**

Agreed that the plan needs to consider infrastructure needs for communities who will take the brunt of any workings, e.g. silica sand extraction in Cranage will lead to additional traffic movements for surrounding settlements.

Action: BB and NC to prepare a draft submission to take to Full Council on 25 May 2017 in order to submit comments to CEC.

### 8. CEC Playing Pitch and Indoor Built Facilities Strategy

As this strategy is centred on KSCs it was agreed to make no comment. It was noted that both HC Hurricanes and HCRFC had made contributions to the documents, the information does need updating.

### 9. CEC Site Allocations and Development Policies (SADPD)

Comments submitted to CEC are currently being assessed and further consultation will take place in the next few months. Agreed to keep a watching brief.

### 10. Neighbourhood Plans in Cheshire East

BB reported that some local villages are at key points with their Neighbourhood Plans:

- Somerford Reg 14 comments by 13 June
- Hulme Walfield and Somerford Booths Reg 14 comments by 19 June
- Astbury and Moreton Reg 17 Questions raised by the examiner
- Goostrey Reg 16 comments made by HCPC

### 11. Any other business

BB reminded the group that the planning inquiry for Manor Lane, HC is due to be heard in July 2017 but comments need to be submitted by 6 June 2017. Full Council will approve the submission on 25 May 2017.

### 12. Date of next meeting

Tuesday 6 June 2017

## **Strategic Planning Task Group 2** **Tuesday 6 June 2017 2.00 p.m.** **Holmes Chapel Parish Council office**

1. **Attendees.** Brian Bath, John Clowes, Mike Blomeley, Ron Cooper, Alan Watkinson, Les Gilbert, Nicola Clarke

3. **Apologies.** None

3. **Declarations of interest.** None

4. **Minutes of meeting 1.** Agreed

### 5. Terms of Reference (ToR)

The group considered the draft Terms of Reference and agreed changes.

Action: BB to amend. To be sent to the Strategy and Finance committee for approval.

### 6. NP SG Handover document tasks

The group went through the amended NP SG Handover document and agreed the following responsibilities and timescales for each topic:

- |  |                               |                |
|--|-------------------------------|----------------|
| 1. Beyond 2030                         |                               | JC             |
| 2. Parish & Settlement Boundaries      | BB                            |                |
| 3. Holmes Chapel Service Centre status | BB                            |                |
| 4. CEC Local Plan                      | SPTG                          |                |
| 5. Future Housing (merged with item 8) | BB                            |                |
| 6. Countryside & Environment           |                               | JC             |
| 7. Community & Wellbeing               | SPTG to keep a watching brief |                |
| 8. Housing (merged with item 5)        | BB                            |                |
| 9. Transport                           |                               | MB, RC, AW, PB |
| 10. Business & Employment              |                               | SR             |

**Actions:**

- Each to bring reports back to the TG by the timescales stated
- BB to amend the document

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

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

**Action: Agreed to approach CEC in a couple of months.**

**Keep as a standing item on the agenda.**

**8. Benchmarking proposal**

The group considered the proposals on a benchmarking exercise. Questions were raised on the merit.

**Action: to ask Strategy and Finance committee to consider.**

**9. CEC Design Guide adoption.**

The group noted the guide now includes Holmes Chapel following lobbying by JC.

**Action: To speak to Tom Evans to ask how to get the Holmes Chapel Design Guide adopted as a supplementary document to the HC Neighbourhood Plan.**

**10. CEC Pre-app meeting**

All agreed this is a step forward and asked LG to ensure that he lets the clerk know about future meetings.

**11. Any other business**

- AW suggested document storage for this group should be considered
- Frequency of meetings was discussed and suggested dates will be circulated.

**12. Date of next meeting**

Tuesday 11 July 2017

**Future Meeting Dates:**

All meetings on a Tuesday unless otherwise stated.

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

Holmes Chapel Parish Council  
Strategy Planning Task Group  
Terms of Reference

**1. Parish Council Governance Rules**

This Task Group set up by the Strategy & Finance Committee will operate under the rules set out in the Holmes Chapel Parish Council Management Plan as shown below.

([http://www.holmeschapelparishcouncil.gov.uk/materials/mangement\\_plan.pdf](http://www.holmeschapelparishcouncil.gov.uk/materials/mangement_plan.pdf))

**Tasks and Task Groups**

- i) Task Groups are working parties created and dissolved by decision of the Council or a Committee **to carry out projects or provide reports and recommendations for determination by Council** (or via the relevant Committee ) and assist in speeding up the process of carrying out the Council's business. Alternatively a Task may be allocated to an individual member rather than to a group. Reference herein to a Task Group shall also include reference to an individual performing a Task (where the context so admits)
- ii) On allocation of a Task the Task Group will be given Terms of Reference and a timescale in which to report back
- iii) Task groups may involve participants from other bodies or the general public.
- iv) Task Groups are not statutory bodies or Committees and have no powers to take decisions on behalf of the Council or any of its Committees.
- v) Information gathered in respect of Tasks enters the public domain by way of a written report to Council or Committee.
- vi) Task Groups, being working parties, can meet at any relevant location and are not open to public scrutiny. Generally they will be expected to use the facilities at 1 Church Walk, subject to agreed booking arrangements.
- vii) Task Groups must keep written notes of any meeting(s) that have taken place or members have attended and submit these to the Clerk for filing and retention within five (5) days of the event taking place.
- viii) Any contact with person or persons outside the Council, its Committees or Task Groups other than as in (vi) above must be notified to the Clerk within five (5) days of the contact being made whether initiated by the members of the Task Group or by the outside body. Ideally all e-mails should be copied to the Clerk at [CLERK@Holmeschapelparishcouncil.gov.uk](mailto:CLERK@Holmeschapelparishcouncil.gov.uk)
- ix) the time of submission and replies should be copied within the 5 day period unless it is apparent that the responder has sent a copy to the Clerk already
- x) Any written correspondence to be carried out by the Task Group must be copied to the Clerk. If the correspondence involves a commitment by the Council it should be issued by the Clerk.
- xi) It should be noted that a Parish Council cannot delegate powers to a member or members (as opposed to a duly appointed committee); it can delegate powers to the Clerk

## 2. Tasks for the Strategic Planning Task Group

- a. Prepare a project plan with proposed timescales for the tasks identified in the Neighbourhood Plan handover document approved by the PC S&FC;
- b. Prepare and report to the PC S&FC on the agreed project plan for the research and development of all matters related to the strategic planning, providing monthly and annual reports on progress;
- c. Examination of the CEC Local Plan and all updates, including subsidiary documents, for the purpose of reporting back to the PC Strategy & Finance Committee (PC S&FC) on recommendations. The PC S&FC may delegate responsibility to this Task Group for directly responding on any consultations with subsequent reports directed to the PC S&FC;
- d. Keep under review the Neighbourhood Plan for issues that may need to be addressed in any revision;
- e. Review existing and proposed developments for compliance with the Holmes Chapel NP.
- f. Monitor new developments against their approved plans and conditions;
- g. Review any Neighbourhood Plans for other CEC parishes which might have an impact on the Neighbourhood Plan for Holmes Chapel and make recommendations where required to the PC S&FC;
- h. Develop a "Beyond 2030" paper to aid the definition of long term plans that the PC should consider to support the 'Vision for Holmes Chapel' as defined in the Neighbourhood Plan;
- i. Make proposals to the PC S&FC on publicity and other forms of communication to keep the residents of Holmes Chapel informed. The PC S&FC may delegate responsibility to this Task

Group for directly communicating on any consultations with residents and other bodies with subsequent reports directed to the PC S&FC.

- j. Areas the Task Group will not be responsible for:
  - i. commenting on general planning applications (e.g. extensions, modifications and other changes to existing houses and commercial/industrial areas/sites.)
  - ii. tactical day-to-day liaison with existing services (schools, health services, police, fire service, etc.) other than in relation to strategic village planning.
  - iii. any liaison with neighbouring parishes and CEC other than in relation to strategic village planning.

3. Resources and membership

- a. At least 3 Parish Councillors will be expected to attend and support this Task Group. Nominations will be noted at the annual Parish Meeting in May of each year.
- b. A chairman of the Task Group must be appointed at the first meeting of each year and in normal circumstances will be a Parish Councillor.
- c. The Chairman of the Parish Council may attend the Task Group
- d. Other Parish Councillors who may wish to volunteer from time-to-time should advise the Clerk.
- e. The Clerk of the Parish Council or the Administrative Assistant will be responsible (with the elected chairman of the Task Group) for agreeing and issuing the agenda for each meeting and also attend all meetings to prepare minutes.
- f. Volunteer participants will join the Strategic Planning Task Group to assist in the research and development of the plans.

4. Meeting Frequency and Location

- a. The Task Group will normally meet at least monthly.
- b. Any sub-groups commissioned to provide research and development on the agreed tasks will meet as agreed by the members of the sub-group.
- c. Task Group meetings and sub-group meetings will take place at the Parish Council office on Church Walk unless otherwise agreed.
- d. All meetings will have an agenda and minutes.
- e. All documentation must be filed with the Clerk of the Parish Council or the Administrative Assistant.

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Signed as Chairman of the Strategic Planning Task Group:

.....  
Date.....

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Signed as Chairman of the Strategy & Finance Committee:

.....  
Date.....

### Appendix 3

<b>Holmes Chapel Parish Council policy documents</b>			
<b>Policy</b>	<b>Approved</b>	<b>To be reviewed</b>	<b>Committee</b>
Governance Document Including Standing Orders	June 2017	Annually - contains other docs	S&F
Equality	March 2015	Every 2 years	S&F
Health and safety	Feb 2015	Every 2 years	S&F
Grants and Donations	March 2015	Every 2 years	S&F
Members Code of Conduct	CEC document	n/a	n/a
Powers and Duties	n/a	n/a	n/a
Financial Regulations	Nov 15 with Governance		S&F
Documents and Records	n/a	n/a	n/a
Management Plan	May 2016	Annually	S&F
Promoting public access	Dec 2008	Annually	S&F
Publication scheme	Dec 2015	Every 4 years	S&F
Fees and Charges	Jan 2010	Every 2 years	S&F
Communications & Media policy	Aug 2016	Every 4 years	S&F
Complaints policy	Sept 2008	Every 4 years	S&F
Standing orders	June 2017	Annually	S&F
Training Statement	June 2016	Annually	S&F
Training Log (staff and members')	Annual update	Ongoing	Clerk and assistant
Risk Management	June 2015	July 2016	S&F
Project Planning	Sept 2015		S&F
Disciplinary policy <i>Not on website</i>	June 2008	Every 2 years	S&F
Grievance procedure <i>Not on website</i>	June 2008	Every 4 years	S&F
Community Resilience		Every 2 years	S&F
Memorial policy	Dec 2016	Every 2 years	Amenities



## **Holmes Chapel Parish Council**

**Report to:** Strategy and Finance Committee

**Meeting Date:** 22 June 2017

**Agenda item:** SF171803

**Prepared by:** Nicola Clarke

**Subject:** Finance report to 31 May 2017

### **Background / Information**

1. This finance report covers the period from 1 April to 31 May 2017.
2. As only two months of the new financial year has elapsed there is not a huge amount to report. Points to note:
  - CCLA interest to April 2017 was £5.31 and £6.30 for May 2017. An additional £30,000 was deposited on 24 April bring the total to £55,000 and the interest will continue to be monitored.
  - Cost code 4090 is overspent by £200. A contribution to ES&R (£400) was approved to produce drawings for external works at the Holmes Chapel Community Centre.
  - Cost centre 1020 shows an income of £100 from the Holmes Chapel Partnership. This is grant money for The Big Get Together which was paid to the parish council in error from Cheshire East Council. This has been transferred to the HCP.
3. The internal audit raised a couple of issues, one recommending spot checks by the Finance Member are noted to alert the auditor that monitoring is taking place throughout the year. The administrative assistant has produced a check list which can be filed with the audit papers. Although this is primarily the role of the Finance Member I would encourage any member who wishes to check the financial records is welcome to come into the office as well. See check list below.
4. An item arising from the audit is to decide on the asset value of the Community Centre following refurbishment. See section 1 of the letter from the internal auditor (attached).
5. Other items arising from audit have been addressed and the Annual Return has been submitted to the external auditor and the notice to view the accounts is on our notice board.

### **Decision required**

To receive the report from the Responsible Finance Officer and to determine a response to the internal auditors report on valuation of Holmes Chapel Community Centre.

# Holmes Chapel Parish Council

## Finance Procedures Checklist 2017/18

- |                                    |                                       |                          |
|------------------------------------|---------------------------------------|--------------------------|
| <b>1. Check Authority to spend</b> | Committee Decision .....              |                          |
|                                    | Check Money allocated in Budget       |                          |
|                                    | Purchase Order attached (if relevant) | <input type="checkbox"/> |
| <b>2. Check Invoice</b>            | Correct Amount                        | <input type="checkbox"/> |
|                                    | Addressed to HCPC                     | <input type="checkbox"/> |
|                                    | Authorised by Clerk                   | <input type="checkbox"/> |
| <b>3. Check Bank Transaction</b>   | Correct Amount                        | <input type="checkbox"/> |
|                                    | Correct Bank Details                  | <input type="checkbox"/> |
|                                    | Authorised by two Councillors .....   | <input type="checkbox"/> |
| <b>4. Check Alpha Entry</b>        | Correct reference number              | <input type="checkbox"/> |
|                                    | Correct amount – excluding VAT        | <input type="checkbox"/> |
|                                    | Coded correctly according to budget   | <input type="checkbox"/> |

Date of Check:..... HCPC Invoice Ref Number.....

Signed.....  
Finance member 2017/18 Cllr David Savage

Signed.....  
Office Staff

## Holmes Chapel Parish Council

**Report to:** Strategy and Finance Committee

**Meeting Date:** 22 June 2017

**Report no:** SF171804

**Prepared by:** Nicola Clarke

**Subject:** Pension

### **Background / Information**

All employees are now entitled to join their employers' pension scheme and have to be automatically enrolled if they earn over a certain amount per year. The clerk joined the Cheshire Pension Fund in 2013. As the administrative assistant falls under the threshold for automatic enrolment she is sent a letter each year asking if she wishes to join. Until now she has declined the offer to join, however, a request has now been by Sue McKay to join the scheme. See letter sent separately.

### **Background Documents/costs:**

The salary level of the Administrative Assistant will mean the cost of the Cheshire Pension Fund for the employee is 5.50% of their salary with the employer contributing 20.80%. The Parish Council will have to pay £1,858 for the year 2017/18. The staff budget is £38,000 and did not take into account additional pension contributions. As a legal requirement for employees to join pension schemes the Parish Council should approve this.

### **Recommendation:**

To **resolve** to approve the application by the administrative assistant to join the Cheshire Pension Scheme

Appendix 6

Printed on : 14/06/2017

**Holmes Chapel Parish Council 17/18**

At : 09:48

**Balance Sheet as at 31 May 2017**

**31st March 2017**

**31 May 2017**

<b>Current Assets</b>			
10,511	VAT control	9,481	
4,953	Prepayments	0	
9,861	Current A/c	19,376	
44,587	Business Saver	29,587	
25,000	CCLA Deposit Fund - 0117530001	55,000	
<b>94,911</b>			<b>113,444</b>
<b>94,911</b>	<b>Total Assets</b>		<b>113,444</b>
<b>Current Liabilities</b>			
2,985	Creditors	0	
<b>2,985</b>			<b>0</b>
<b>91,927</b>	<b>Total Assets Less Current Liabilities</b>		<b>113,444</b>
<b>Represented By</b>			
66,927	Revenue Expenditure		36,697
25,000	Revenue Reserves		25,000
0	Capital Fund		51,747
<b>91,927</b>			<b>113,444</b>

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

31st March 2017		31 May 2017
	<b>Operating Income</b>	
188,436	Council Income	98,527
5,389	Grants & Donations	0
0	Village Maintenance	292
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
<b>351,423</b>	<b>Total Income</b>	<b>110,977</b>
	<b>Running Costs</b>	
37,071	Employees	4,870
4,479	Premises	101
3,749	Office Services	77
1,652	Communications	490
825	Members	0
9,244	Professional Services	3,072
1,563	Subscriptions	1,563
2,850	Grants & Donations	0
11,366	Village Services	73
8,423	Village Maintenance	226
0	HC Community Centre Revenue	33,539
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
<b>365,090</b>	<b>Total Expenditure</b>	<b>89,460</b>
	<b>General Fund Analysis</b>	
105,593	Opening Balance	66,927
351,423	Plus : Income for Year	110,977
457,017		177,904
365,090	Less : Expenditure for Year	89,460
91,927		88,444
0	Transfers TO / FROM Reserves	(25,000)
<b>91,927</b>	<b>Closing Balance</b>	<b>113,444</b>

09:45

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2017

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>Full Council</b>						
<u>100 Council Income</u>						
1176 Precept	98,515	197,030	98,515			50.0%
1180 Bank Interest	12	0	(12)			0.0%
Council Income :- Income	<b>98,527</b>	<b>197,030</b>	<b>98,503</b>			<b>50.0%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>98,527</b>					
<u>101 Employees</u>						
4000 Salaries & Related Costs	4,737	38,000	33,263		33,263	12.5%
4010 Staff Training	0	500	500		500	0.0%
4015 Staff Expenses & Subscriptions	133	400	267		267	33.2%
Employees :- Indirect Expenditure	<b>4,870</b>	<b>38,900</b>	<b>34,030</b>	<b>0</b>	<b>34,030</b>	<b>12.5%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(4,870)</b>					
<u>102 Premises</u>						
4030 Rent	0	3,750	3,750		3,750	0.0%
4035 Electricity	101	1,200	1,099		1,099	8.4%
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	<b>101</b>	<b>5,800</b>	<b>5,699</b>	<b>0</b>	<b>5,699</b>	<b>1.7%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(101)</b>					
<u>103 Office Services</u>						
4050 Telephones/Internet Office	73	1,400	1,327		1,327	5.2%
4053 Office Consumables	0	200	200		200	0.0%
4054 Printing Misc	0	100	100		100	0.0%
4055 Postage	0	50	50		50	0.0%
4056 Photocopier/Printers	0	600	600		600	0.0%
4057 Stationery and Newspapers	5	300	295		295	1.6%
4058 Office Equipment Purchases	0	100	100		100	0.0%
4059 Office Equipment Maintenance	0	100	100		100	0.0%
4060 Software Support	0	250	250		250	0.0%
Office Services :- Indirect Expenditure	<b>77</b>	<b>3,100</b>	<b>3,023</b>	<b>0</b>	<b>3,023</b>	<b>2.5%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(77)</b>					

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2017

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>104 Communications</u>						
4070 Newsletter Printing	175	600	425		425	29.2%
4071 Newsletter Delivery	0	75	75		75	0.0%
4075 Web Site - host/licen/support	315	600	285		285	52.5%
4076 Web site - Additional Work	0	200	200		200	0.0%
Communications :- Indirect Expenditure	<b>490</b>	<b>1,475</b>	<b>985</b>	<b>0</b>	<b>985</b>	<b>33.2%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(490)</b>					
<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	0	300	300		300	0.0%
4085 Chairman's Allowance	0	250	250		250	0.0%
Members :- Indirect Expenditure	<b>0</b>	<b>750</b>	<b>750</b>	<b>0</b>	<b>750</b>	<b>0.0%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>					
<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	0	72	72		72	0.0%
4097 Payroll Services	60	200	140		140	30.0%
Professional Services :- Indirect Expenditure	<b>3,072</b>	<b>12,822</b>	<b>9,750</b>	<b>0</b>	<b>9,750</b>	<b>24.0%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(3,072)</b>					
<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	<b>1,563</b>	<b>1,600</b>	<b>37</b>	<b>0</b>	<b>37</b>	<b>97.7%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(1,563)</b>					
<u>109 Grants &amp; Donations</u>						
4120 Grants S137	0	2,000	2,000		2,000	0.0%
4121 Grants Other	0	350	350		350	0.0%
4125 Grant Partnership	0	700	700		700	0.0%
Grants & Donations :- Indirect Expenditure	<b>0</b>	<b>3,050</b>	<b>3,050</b>	<b>0</b>	<b>3,050</b>	<b>0.0%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>					

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2017

## 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	73	600	527		527	12.1%
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	0	5,000	5,000		5,000	0.0%
Village Services :- Indirect Expenditure	<b>73</b>	<b>16,800</b>	<b>16,727</b>	<b>0</b>	<b>16,727</b>	<b>0.4%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(73)</b>					
<u>122 Village Maintenance</u>						
1027 Memorial Donations	292	0	(292)			0.0%
Village Maintenance :- Income	<b>292</b>	<b>0</b>	<b>(292)</b>			
4249 Street Lighting - repairs	0	500	500		500	0.0%
4250 Street Lighting-electricity	176	750	574		574	23.5%
4251 Highways & Road Safety	50	500	450		450	10.0%
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	0	500	500		500	0.0%
4258 Street Furniture Maintenance	0	500	500		500	0.0%
Village Maintenance :- Indirect Expenditure	<b>226</b>	<b>5,750</b>	<b>5,524</b>	<b>0</b>	<b>5,524</b>	<b>3.9%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>66</b>					
<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	0	1,000	1,000		1,000	0.0%
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	<b>33,539</b>	<b>73,983</b>	<b>40,444</b>	<b>0</b>	<b>40,444</b>	<b>45.3%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(33,539)</b>					
<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	<b>0</b>	<b>60,000</b>	<b>60,000</b>	<b>0</b>	<b>60,000</b>	<b>0.0%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>					

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## Detailed Income &amp; Expenditure by Budget Heading 31/05/2017

## 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	<b>12,059</b>	<b>0</b>	<b>(12,059)</b>			
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	<b>25,203</b>	<b>14,466</b>	<b>(10,737)</b>	<b>0</b>	<b>(10,737)</b>	<b>174.2%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(13,145)</b>					
<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	<b>20,245</b>	<b>20,245</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>
6000 plus Transfers from EMR	5,245					
<b>Movement to/(from) Gen Reserve</b>	<b>(15,000)</b>					
<u>141 Holmes Chapel Partnership</u>						
1020 Partnership Income	100	0	(100)			0.0%
Holmes Chapel Partnership :- Income	<b>100</b>	<b>0</b>	<b>(100)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>100</b>					
<u>150 Village Centre Improvements</u>						
4510 Christmas Lights	0	5,000	5,000		5,000	0.0%
Village Centre Improvements :- Indirect Expenditure	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>					
<u>153 Highways &amp; Infrastructure</u>						
4520 Bus Stop Seating	0	2,000	2,000		2,000	0.0%
Highways & Infrastructure :- Indirect Expenditure	<b>0</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>2,000</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>					
Full Council :- Income	<b>110,977</b>	<b>197,030</b>	<b>86,053</b>			<b>56.3%</b>
Expenditure	<b>89,460</b>	<b>265,741</b>	<b>176,281</b>	<b>0</b>	<b>176,281</b>	<b>33.7%</b>
<b>Net Income over Expenditure</b>	<b>21,517</b>	<b>(68,711)</b>	<b>(90,228)</b>			
plus Transfers from EMR	<b>5,245</b>					
<b>Movement to/(from) Gen Reserve</b>	<b>26,762</b>					

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Detailed Income & Expenditure by Budget Heading 31/05/2017

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	110,977	197,030	86,053			56.3%
Expenditure	89,460	265,741	176,281	0	176,281	33.7%
<b>Net Income over Expenditure</b>	<b>21,517</b>	<b>(68,711)</b>	<b>(90,228)</b>			
plus Transfers from EMR	5,245					
<b>Movement to/(from) Gen Reserve</b>	<b>26,762</b>					

Cash Flow Forecast 2017/18		updated 15/06/2017											
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TOTALS
Carried Forward	91,927.00	110,718.00	88,344.00										91,927.00
Precept Income	98,515.00					98,515.00							197,030.00
Grant Income	6,094.00	5,965.00											12,059.00
VAT Reclaimed													0.00
Bank Interest	5.00	7.00											12.00
Other Income	292.00	100.00											392.00
<b>Total Income for month</b>	<b>196,833.00</b>	<b>6,072.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>98,515.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>301,420.00</b>
													0.00
<b>Revenue Spend</b>	<b>35,912.00</b>	<b>8,101.00</b>	<b>9,417.00</b>	<b>7,600.00</b>	<b>9,500.00</b>	<b>8,500.00</b>	<b>42,000.00</b>	<b>7,000.00</b>	<b>17,000.00</b>	<b>7,000.00</b>	<b>4,000.00</b>	<b>8,000.00</b>	<b>164,030.00</b>
<b>Capital Projects</b>													
<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
<b>Total Spend for month</b>	<b>61,115.00</b>	<b>28,346.00</b>	<b>9,417.00</b>	<b>17,560.00</b>	<b>10,734.00</b>	<b>38,500.00</b>	<b>42,000.00</b>	<b>7,000.00</b>	<b>17,000.00</b>	<b>7,000.00</b>	<b>4,000.00</b>	<b>9,321.00</b>	<b>251,993.00</b>
<b>Actual Balance c/f</b>	<b>135,718.00</b>	<b>113,444.00</b>	<b>104,027.00</b>	<b>86,467.00</b>	<b>75,733.00</b>	<b>135,748.00</b>	<b>93,748.00</b>	<b>86,748.00</b>	<b>69,748.00</b>	<b>62,748.00</b>	<b>58,748.00</b>	<b>49,427.00</b>	
<b>Reserves</b>													
<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	
<b>Available Balance c/f</b>	<b>90,718.00</b>	<b>68,444.00</b>	<b>59,027.00</b>	<b>41,467.00</b>	<b>30,733.00</b>	<b>90,748.00</b>	<b>48,748.00</b>	<b>41,748.00</b>	<b>24,748.00</b>	<b>17,748.00</b>	<b>13,748.00</b>	<b>4,427.00</b>	<b>4,427.00</b>

Notes:

Revenue spends:

- April and October include PWL 1 repayment
- May and November include PWL 2 repayment
- 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)