



**STRATEGY & FINANCE COMMITTEE**  
**Minutes of meeting on 22 June 2017**  
 at The Academy Suite, Holmes Chapel Community Centre, CW4 8AA



**Part I – Public and Press present**

<b>1. Attendance</b>	Cllr J Clowes Cllr M Blomeley Cllr S Hamilton Cllr R Parry Cll M Ranger Cllr S Ranger Cllr D Savage Cllr M Street	Mrs NL Clarke – Clerk				
<b>2. Election of Chairman</b>	Cllr Clowes proposed Cllr S Ranger, which was seconded by Cllr Savage. The Committee, unanimously in favour, <b>RESOLVED (SF17/18/01)</b> to elect Cllr Ranger as Committee Chairman for the year 2017/18. Cllr Ranger took the chair.					
<b>3. Apologies</b>	<b>RESOLVED (SF17/18/02)</b> to receive apologies from Cllr B Bath (holiday)					
<b>4. Declarations of Interest</b>	None					
<b>5. Public Speaking</b>	None					
<b>6. Committee Responsibilities</b>	<b>RESOLVED (SF17/18/03)</b> to note the responsibilities of the new Committee as set out in Appendix 1, with the addition of Capital Spend Programme.					
<b>7. Planning Applications</b>	The Committee considered the following planning applications listed below and <b>RESOLVED (SF17/18/04)</b> to comment as follows: <table border="1" data-bbox="464 1384 1490 1722" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="464 1384 898 1518"> <b>17/2929C</b> 10 Bessancourt            CW4 7AN         </td> <td data-bbox="898 1384 1490 1518">           Ground floor rear extension   <b>NO OBJECTION</b> </td> </tr> <tr> <td data-bbox="464 1518 898 1722"> <b>17/2986C</b> 2 Arran Close,            CW4 7QP         </td> <td data-bbox="898 1518 1490 1722">           Single storey front extension, integral garage conversion and associated alterations.   <b>NO OBJECTION</b> </td> </tr> </table>		<b>17/2929C</b> 10 Bessancourt CW4 7AN	Ground floor rear extension  <b>NO OBJECTION</b>	<b>17/2986C</b> 2 Arran Close, CW4 7QP	Single storey front extension, integral garage conversion and associated alterations.  <b>NO OBJECTION</b>
<b>17/2929C</b> 10 Bessancourt CW4 7AN	Ground floor rear extension  <b>NO OBJECTION</b>					
<b>17/2986C</b> 2 Arran Close, CW4 7QP	Single storey front extension, integral garage conversion and associated alterations.  <b>NO OBJECTION</b>					
<b>8. Strategic Planning Task Group</b>	The Committee noted the minutes from the meetings of the task group on the 9 May 2017 and 6 June 2017. <b>RESOLVED (SF17/18/05) to:</b> <ol style="list-style-type: none"> <li>I. Approve the terms of Reference of the Task Group.</li> <li>II. Plan a Benchmarking exercise in early Spring 2018.</li> <li>III. Ask Cheshire East Council to adopt the Holmes Chapel Design Guide as a supplementary planning guidance document to the Holmes Chapel Neighbourhood Plan and the Cheshire East Design Guide.</li> </ol>					

<p><b>9. Parish Council Policies</b></p>	<p>The Policies held by the Council were noted as needing review.  <b>RESOLVED (SF17/18/06)</b></p> <ol style="list-style-type: none"> <li>I. To recommend approval of the amended Governance Document to Full Council.</li> <li>II. For members of the Committee to review policies to be brought back to the next meeting on 20 July 2017. See Appendix 2</li> <li>III. To consider producing a Safeguarding and Prevent policy and bring information back to the next meeting.</li> </ol>
<p><b>10. Arclid HWRC</b></p>	<p>The Committee debated the proposals to close the centre, and their objections to such.  <b>RESOLVED (SF17/18/07)</b> that Cllr S Hamilton and Cllr M Blomeley will produce a draft letter to be approved by the end of July 2017 for submission to CEC.</p>
<p><b>11. Vic Club Fair</b></p>	<p>The Council are due to share a stall with Holmes Chapel Partnership at the Village Fair on 16 July 2017.  After discussion, it was <b>RESOLVED (SF17/18/08)</b></p> <ol style="list-style-type: none"> <li>I. To discuss further the “design-a-skateboard” competition, with Cllr O’Regan.</li> <li>II. That Cllr Blomeley will liaise with Cllr O’Regan and Cllr Clowes to produce display boards, which will include achievements over the past 12 months, the plans for the sensory garden in the conservation area and the village competitions.</li> </ol>
<p><b>12. Holmes Chapel Partnership</b></p>	<p>The Committee noted a forthcoming meeting with the Partnership on 28 June 2017, where future projects will be discussed.</p>
<p><b>13. Finance</b></p>	<p>The Committee heard a verbal report from the RFO on the current financial position. It was noted that the banking charges at Unity Bank are due to increase in September, with a new charge being made for every transaction. Cllr Savage, the finance member, then gave a verbal report on recent checks made on the financial procedures in the office.  <b>RESOLVED (SF17/18/09)</b></p> <ol style="list-style-type: none"> <li>I. To note the bank reconciliation for 31 May 2017 is £113,444;</li> <li>II. To receive financial reports to 31 May 2017. See Appendix 3</li> <li>III. To note the comments made by the Internal Auditor and actions required;</li> <li>IV. To note the checks have been undertaken by the finance member;</li> <li>V. To recommend the use of the District Valuer to value the HCCC site.</li> </ol>
<p><b>14. Staff Issues</b></p>	<p>The request from the Administrative Assistant to join the Cheshire Pension Scheme was noted.  <b>RESOLVED (SF17/18/10)</b> to approve joining the scheme.</p>
<p><b>15. Public Speaking</b></p>	<p>None</p>
<p><b>16. Future Agenda Items</b></p>	<ol style="list-style-type: none"> <li>1. Community Resilience</li> <li>2. Quality Council Monitoring</li> <li>3. General Power of Competence Review</li> <li>4. Capital Projects.</li> </ol>

<b>17. Chairman and Clerk's reports</b>	None
<b>The meeting closed at 8.45 p.m.</b>	

These minutes will be submitted for approval at the next Strategy & Finance Committee meeting scheduled for 20<sup>th</sup> July 2017

Signed as Chairman of the Committee as a true and accurate record:

.....Date.....

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
- Capital Spend Programme
- Grants and Donations
- Banking
- Accounts package

Appendix 2

<b>Holmes Chapel Parish Council policy documents</b>			
<b>Policy</b>	<b>Approved</b>	<b>To be reviewed</b>	<b>Committee</b>
Governance Document <ul style="list-style-type: none"> <li>• Including Standing Orders</li> <li>• Financial Regulations</li> <li>• Code of Conduct</li> <li>• Management plan</li> <li>• Powers and Duties</li> <li>• List of policies</li> <li>• Local Council documents and records</li> </ul>	June 2017	Annually - contains other docs	S&F
Communications & Media policy	Aug 2016	Every 4 years	S&F
Community Resilience	April 2017	Every 2 years	S&F
Complaints policy	June 2017	Every 4 years	S&F
Disciplinary policy	June 2017	Every 4 years	S&F
Equality	June 2017	June 2019	S&F
Grants and Donations	March 2015	July 2017	S&F – DES to review
Grievance procedure	June 2017	Every 4 years	S&F
Health and safety	June 2017	June 2019	S&F
Memorial policy	Dec 2016	Every 2 years	Amenities
Pre-application meetings	August 2016	Every 2 years	S&F
Project Planning	Sept 2015	Every 4 years	S&F
Public Domain	October 2015	Every 4 years	S&F
Publication scheme	June 2017	Every 4 years	S&F
Risk Management	August 2016	July 2017	S&F and Clerk
Training Statement	June 2017	Every 4 years	S&F
Training Log (staff and members')	Annual update	Ongoing	Clerk and assistant

Appendix 3

Printed on :14/06/2017

At : 09:48

**Holmes Chapel Parish Council 17/18**

**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>