

# Holmes Chapel Parish Council

**Clerk of the Council: Sue Davies**

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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 19<sup>th</sup> July 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 21<sup>st</sup> June 2018 copy circulated.
5. **Matters arising:** None
6. **Financial Reports**
  - 6.1. To approve the first quarter financial position, noting the balance at 30 June 2018 is £144,786. (See Appendix 1 and material circulated separately)
  - 6.2. To receive the first quarter report from the RFO. (See Appendix 2)
7. **Clerk's Power to Authorise Expenditure** - To note the clerk used her authority to authorise the expenditure for the promotional materials for the Village fair, and for the traffic consultation.
8. **Christmas Lights Extension** – To receive and consider a report containing further information asked for by the VI Committee and to agree a recommendation to be put to Full Council. (Appendix 3.)
9. **Grant Applications:** To consider and approve the following grant applications received:
  - 9.1. Holmes Chapel Chorus - £200. (See Appendix 4)
  - 9.2. Cranage Village Hall - £200. (See Appendix 5)
10. **Multipay Card** – To review and recommend to full council an increase to the monthly limit on the Unity Trust Multipay card to £300 from £150.

11. **2 Year Revenue Forecast** – To note the need for the Parish Council to publish a 2 year forecast for revenue spending.
12. **Planning Applications** – To receive and consider any applications on lists recently circulated by CEC.  
**18/3115D – Land off London Road, Holmes Chapel.** Discharge of condition 6 on 14/5921C.
13. **Other Planning Matters-**
  - 13.1. **SPTG** - To note the minutes from the SPTG meeting held on the 17<sup>th</sup> July 2018 and to agree any actions if required. (Appendix 6)
  - 13.2. **New Homes Bonus Scheme** - To consider suggestions from the Strategic Planning Task Group. (See SPTG minutes, 13.1)
  - 13.3. **Bank Farm** – To consider and approve a draft response proposed by SPTG. (Appendix 7.)
14. **Policies and Procedures:**
  - 14.1. **Risk Assessment** – To note that a review of the risk assessment is required for approval at Full Council in August.
  - 14.2. **Standing Orders** - To note that discussion of points queried is deferred until the August meeting.
15. **GDPR**
  - 15.1. **General update:** To receive a verbal update.
  - 15.2. **Privacy Policy:** To review and recommend for approval to Full Council a draft privacy policy. (Appendix 8)
16. **Project List** – To note and update (if required) the project list (Previous circulated at Amenities.)
17. **Public Speaking**
18. **Future Agenda Items – To consider future agenda items**
  - 18.1. Update to the Quality Council Action Plan
  - 18.2. Update to the website.
19. **Chairman's and Clerk's reports** – To receive reports.

*S Davies*

**Sue Davies - Clerk of the Council**

**13 July 2018.**

**Appendix 1**

Printed on :11/07/2018

**Holmes Chapel Parish Council 2018/2019**

At : 15:30

**Balance Sheet as at 30 June 2018**

**31 March 2018**

**30 June 2018**

<b>Current Assets</b>			
1,004	Debtors	0	
1,309	VAT control	614	
4,107	Prepayments	0	
8,353	Current A/c	4,510	
24,629	Business Saver	74,662	
55,000	CCLA Deposit Fund - 0117530001	65,000	
<b>94,402</b>			<b>144,786</b>
<b>94,402</b>	<b>Total Assets</b>		<b>144,786</b>
<b>Current Liabilities</b>			
294	Creditors	0	
1,200	Accruals	0	
<b>1,494</b>			<b>0</b>
<b>92,908</b>	<b>Total Assets Less Current Liabilities</b>		<b>144,786</b>
<b>Represented By</b>			
10,928	Revenue Expenditure		34,862
25,000	Revenue Reserves		25,000
36,980	Capital Fund		64,924
20,000	Capital Reserves		20,000
<b>92,908</b>			<b>144,786</b>

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

Signed :  
Chairman

\_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial

\_\_\_\_\_ Date : \_\_\_\_\_

**Holmes Chapel Parish Council 2018/2019**  
**Income and Expenditure Account for Year Ended 30 June 2018**

31 March 2018		30 June 2018
	<b>Operating Income</b>	
198,447	Council Income	104,781
2,060	Grants & Donations	0
1,328	Village Maintenance	640
12,059	Youth Facilities Project	0
100	Holmes Chapel Partnership	0
	Total Income	<b>105,421</b>
<b>213,994</b>		
	<b>Running Costs</b>	
35,078	Employees	10,483
4,876	Premises	1,119
2,215	Office Services	792
1,810	Communications	1,160
540	Members	35
12,096	Professional Services	3,426
1,588	Subscriptions	1,704
2,350	Grants & Donations	250
14,519	Village Services	839
5,332	Village Maintenance	819
75,893	HC Community Centre Revenue	32,799
9,960	HC Community Centre Project	117
25,203	Youth Facilities Project	0
20,245	River Croco Path Project	0
1,307	Village Centre Improvements	0
	Total Expenditure	<b>53,543</b>
<b>213,013</b>		
	<b>General Fund Analysis</b>	
66,927	Opening Balance	10,928
213,994	Plus : Income for Year	105,421
280,921		116,349
213,013	Less : Expenditure for Year	53,543
67,908		62,806
20,000	Transfers TO / FROM Reserves	(36,980)
<b>47,908</b>	<b>Closing Balance</b>	<b>99,786</b>

15:29

## Detailed Income &amp; Expenditure by Budget Heading 30 June 2018

## 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	104,703	209,406	104,703			50.0%
1180 Bank Interest	85	120	35			70.7%
1999 Miscellaneous Income	(7)	0	7			0.0%
Council Income :- Income	<b>104,781</b>	<b>209,526</b>	<b>104,745</b>			<b>50.0%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>104,781</b>					
<u>101 Employees</u>						
4000 Salaries & Related Costs	10,378	38,000	27,622		27,622	27.3%
4010 Staff Training	105	500	395		395	21.0%
4015 Staff Expenses & Subscriptions	0	400	400		400	0.0%
Employees :- Indirect Expenditure	<b>10,483</b>	<b>38,900</b>	<b>28,417</b>	<b>0</b>	<b>28,417</b>	<b>26.9%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(10,483)</b>					
<u>102 Premises</u>						
4030 Rent	938	3,750	2,813		2,813	25.0%
4035 Electricity	143	1,000	857		857	14.3%
4036 Water	39	200	161		161	19.4%
4037 Premises Insurance	0	170	170		170	0.0%
4039 Property Repairs & Maintenance	0	500	500		500	0.0%
Premises :- Indirect Expenditure	<b>1,119</b>	<b>5,620</b>	<b>4,501</b>	<b>0</b>	<b>4,501</b>	<b>19.9%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(1,119)</b>					
<u>103 Office Services</u>						
4050 Telephones/Internet Office	326	1,200	874		874	27.2%
4053 Office Consumables	3	200	197		197	1.5%
4054 Printing Misc	0	100	100		100	0.0%
4055 Postage	0	50	50		50	0.0%
4056 Photocopier/Printers	154	600	446		446	25.6%
4057 Stationery and Newspapers	117	300	183		183	39.0%
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	<b>792</b>	<b>3,400</b>	<b>2,608</b>	<b>0</b>	<b>2,608</b>	<b>23.3%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(792)</b>					

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## Detailed Income &amp; Expenditure by Budget Heading 30 June 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	460	1,200	740		740	38.3%
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	74	300	226		226	24.6%
Communications :- Indirect Expenditure	<b>1,160</b>	<b>3,300</b>	<b>2,140</b>	<b>0</b>	<b>2,140</b>	<b>35.1%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(1,160)</b>					
<u>105 Members</u>						
4080 Members Expenses	0	100	100		100	0.0%
4081 Room Hire	35	200	165		165	17.5%
4082 Members' Training	0	300	300		300	0.0%
4085 Chairman's Allowance	0	250	250		250	0.0%
Members :- Indirect Expenditure	<b>35</b>	<b>850</b>	<b>815</b>	<b>0</b>	<b>815</b>	<b>4.1%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(35)</b>					
<u>106 Professional Services</u>						
4090 Legal & Professional Fees	0	200	200		200	0.0%
4091 Audit Fees	(605)	1,250	1,855		1,855	(48.4%)
4095 Insurance	3,890	8,000	4,110		4,110	48.6%
4096 Bank Charges	81	250	169		169	32.5%
4097 Payroll Services	60	240	180		180	25.0%
4099 General Data Protection Regs	0	500	500		500	0.0%
Professional Services :- Indirect Expenditure	<b>3,426</b>	<b>10,440</b>	<b>7,014</b>	<b>0</b>	<b>7,014</b>	<b>32.8%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(3,426)</b>					
<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	<b>1,704</b>	<b>1,750</b>	<b>46</b>	<b>0</b>	<b>46</b>	<b>97.4%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(1,704)</b>					
<u>109 Grants &amp; Donations</u>						
4120 Grants S137	250	2,000	1,750		1,750	12.5%
4125 Grant Partnership (Christmas M	0	700	700		700	0.0%
4126 Grant Cemetery Development	0	2,500	2,500		2,500	0.0%
Grants & Donations :- Indirect Expenditure	<b>250</b>	<b>5,200</b>	<b>4,950</b>	<b>0</b>	<b>4,950</b>	<b>4.8%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(250)</b>					

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## Detailed Income &amp; Expenditure by Budget Heading 30 June 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	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	5,200	5,200		5,200	0.0%
4204 CCTV	0	5,700	5,700		5,700	0.0%
4205 Lengthsman	380	7,500	7,120		7,120	5.1%
4210 Remembrance Day Activities	350	400	50		50	87.5%
Village Services :- Indirect Expenditure	<b>839</b>	<b>20,050</b>	<b>19,211</b>	<b>0</b>	<b>19,211</b>	<b>4.2%</b>
<b>Movement to/(from) Gen Reserve</b>			<b>(839)</b>			
<u>122 Village Maintenance</u>						
1027 Memorial Donations	640	0	(640)			0.0%
Village Maintenance :- Income	<b>640</b>	<b>0</b>	<b>(640)</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	3	500	497		497	0.6%
4253 Plants/Baskets Purchases	0	750	750		750	0.0%
4254 Plants/Baskets Maintenance	0	1,200	1,200		1,200	0.0%
4255 Dane Meadow Maintenance	0	1,500	1,500		1,500	0.0%
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%
Village Maintenance :- Indirect Expenditure	<b>819</b>	<b>5,950</b>	<b>5,131</b>	<b>0</b>	<b>5,131</b>	<b>13.8%</b>
<b>Movement to/(from) Gen Reserve</b>			<b>(179)</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	160	1,000	840		840	16.0%
4272 HCCC Maintenance/Other Work	67	3,000	2,934		2,934	2.2%
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	<b>32,799</b>	<b>72,866</b>	<b>40,067</b>	<b>0</b>	<b>40,067</b>	<b>45.0%</b>
<b>Movement to/(from) Gen Reserve</b>			<b>(32,799)</b>			
<u>134 HC Community Centre Project</u>						
4581 HCCC Car Park	117	30,000	29,883		29,883	0.4%
4583 HCCC Conservatory Work	0	8,000	8,000		8,000	0.0%
HC Community Centre Project :- Indirect Expenditure	<b>117</b>	<b>38,000</b>	<b>37,883</b>	<b>0</b>	<b>37,883</b>	<b>0.3%</b>
6000 plus Transfers from EMR	117					
<b>Movement to/(from) Gen Reserve</b>			<b>0</b>			

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## Detailed Income &amp; Expenditure by Budget Heading 30 June 2018

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<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%
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>					
<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	0	3,000	3,000		3,000	0.0%
Village Centre Improvements :- Indirect Expenditure	0	9,000	9,000	0	9,000	0.0%
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>					
<u>153 Highways &amp; Infrastructure</u>						
4520 Bus Stop Seating	0	1,000	1,000		1,000	0.0%
4525 SID Post & Solar Panel	0	4,000	4,000		4,000	0.0%
Highways & Infrastructure :- Indirect Expenditure	0	5,000	5,000	0	5,000	0.0%
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>					
Full Council :- Income	105,421	209,526	104,105			50.3%
Expenditure	53,543	221,647	168,104	0	168,104	24.2%
<b>Net Income over Expenditure</b>	<b>51,878</b>	<b>(12,121)</b>	<b>(63,999)</b>			
plus Transfers from EMR	117					
<b>Movement to/(from) Gen Reserve</b>	<b>51,995</b>					
Grand Totals:- Income	105,421	209,526	104,105			50.3%
Expenditure	53,543	221,647	168,104	0	168,104	24.2%
<b>Net Income over Expenditure</b>	<b>51,878</b>	<b>(12,121)</b>	<b>(63,999)</b>			
plus Transfers from EMR	117					
<b>Movement to/(from) Gen Reserve</b>	<b>51,995</b>					



## Appendix 1

Cash Flow Forecast 2018/19		to 30 June 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									
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	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	175.00
Other Income	-7.00		640.00										633.00
17/18 Year End Adujsts												-3,617.00	-3,617.00
Total Income for month	197,604.00	24.00	701.00	10.00	10.00	104,713.00	10.00	10.00	10.00	10.00	10.00	-3,607.00	299,505.00
													0.00
Revenue Spend	36,109.00	10,125.00	7,192.00	8,500.00	10,700.00	8,500.00	40,000.00	8,500.00	12,000.00	8,500.00	8,500.00	10,340.00	168,966.00
Capital Projects													
<i>Conservation Area signs</i>				3,000.00									3,000.00
HCCC - Conservatory Roof									8,000.00				8,000.00
HCCC - Grounds/Car park			117.00				30,000.00						30,117.00
<i>Library path upgrade</i>						3,000.00							3,000.00
<i>Christmas Lights</i>					3,000.00								3,000.00
<i>SID posts</i>					4,000.00								4,000.00
<i>Bus stop seats</i>							1,000.00						1,000.00
Total Spend for month	36,109.00	10,125.00	7,309.00	11,500.00	17,700.00	11,500.00	71,000.00	8,500.00	20,000.00	8,500.00	8,500.00	10,340.00	221,083.00
Actual Balance c/f	161,495.00	151,394.00	144,786.00	133,296.00	115,606.00	208,819.00	137,829.00	129,339.00	109,349.00	100,859.00	92,369.00	78,422.00	
Reserves													
<i>Revenue</i>	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	
<i>Capital</i>	20000	20000	20000	20000	20000	40000	40000	40000	40000	40000	40000	40000	
Available Balance c/f	116,495.00	106,394.00	99,786.00	88,296.00	70,606.00	143,819.00	72,829.00	64,339.00	44,349.00	35,859.00	27,369.00	13,422.00	13,422.00
Notes:													
Revenue spends:	April and October include PWL 1 repayment; May and November include PWL 2 repayment												
	August includes CCTV contribution, October includes Insurance and Audit Fees												
	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												

Appendix 1

Revised June 2018

Earmarked Funds Related to 5 Year Plan 2018/19								
PROJECTS and COMMITMENTS	Cost	Spent to Date	Grant Funding or Loan	2018/19 Budget	Budget			
					2019/20	2020/21	2021/22	2022/23
Additions to Capital Reserves	100,000.00			20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
River Croco Path (4)	39,919.00	20,245.00	7,258.00		12,426.00			
HCCC Grounds/ Car Parks (5)	350,000.00		320,000.00	30,000.00				
Signage for Cons Area (11)	5,000.00		2,000.00	3,000.00				
Play Area Strathmore Close (12)	10,000.00		5,000.00		5,000.00			
Phase 2 Village Centre (14)	80,000.00		30,000.00				50,000.00	
Extend Christmas Lights (16)	5,000.00	2,000.00		3,000.00				
Chester Rd/Brookfield Dr (17)	5000.00						5,000.00	
HCCC Conservatory roof (21)	8,000.00			8,000.00				
Upgrade path near Library (22)	3,000.00			3,000.00				
Picton Square improvements (23)	5,000.00		2,000.00			3,000.00		
Church Walk (24)	25,000.00		15,000.00		10,000.00			
Elm Drive paths (25)	20,000.00							20,000.00
Bus Stop Seats (26)	1,000.00		1,000.00	1,000.00				
SID posts and new SID (46)	8,000.00			4,000.00	5,000.00	2,000.00		
<b>Capital Expenditure</b>	<b>664,919.00</b>	<b>22,245.00</b>	<b>382,258.00</b>	<b>72,000.00</b>	<b>47,426.00</b>	<b>23,000.00</b>	<b>75,000.00</b>	<b>40,000.00</b>
<b>Council Capital Funds</b>								
	Capital Additions (budget decision each year)			41,500.00	41,500.00	41,500.00	41,500.00	41,500.00
	Capital Fund brought forward			44,292.00	13,792.00	7,866.00	26,366.00	-7,134.00
	Less Capital Expenditure as above			72,000.00	47,426.00	23,000.00	75,000.00	40,000.00
	Capital Balance			13,792.00	7,866.00	26,366.00	-7,134.00	-5,634.00
<b>Council Reserves</b>	Revenue Reserves brought forward			25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
	Capital Reserves at end of year			40,000.00	60,000.00	80,000.00	100,000.00	120,000.00

## 18/19SF-08

### Holmes Chapel Parish Council

#### Report to Strategy & Finance Committee – 19 July 2018

Accounts have been prepared to the 1st quarter of the financial year. They have balanced and the Bank accounts have been reconciled.

#### REVENUE SPEND

The budgeted revenue spend is within budget for this stage of the year.

#### CAPITAL SPEND

Very little has been spent on capital projects so far this year.

**External Audit** – The annual return has been submitted to the external auditor; no response yet. The period of public rights for accounts inspection closed on Friday 13 July.

#### 2018/19 Budget

1. The budget has been updated with the expenditure figures for the 2017/18 financial year. The 5 year plan has also been updated.
2. As resolved at Full Council, an additional budget line has been included in the budget for 2018/19 under the section Communications: - £300 to cover costs of refreshments at Annual Parish Council public meetings. It is expected that this cost will be covered within the parameters of the revenue budget.
3. Promotional material and consultations: The Council have this year already produced promotional material for the village fair. There are also costs associated with running the Traffic & transport consultation. Further consultations are planned for this financial year. There is presently no specific budget line for these items, although they can be financed from the topic they support – eg Highways and Road safety for the traffic consultation. As an alternative, the budget currently has an allocation for newsletter printing of £1200. (The cost for 8 double page newsletters £1120. The council have the option of occasionally having a single page to reduce the cost (from £140 to £70)). This budget line could be amended to *Newsletters / Publicity Materials*, with the budgeted amount being increased if necessary.
4. HC partnership contribution to Christmas activities: Last year, the Parish council contributed to the Christmas Market as follows - £700 to cover the cost of the floodlighting for the market and £100 to cover the cost of the front cover of the Villages mag. The budget was set for 2018/19 to reflect this. The Partnership have stated that this year they are happy to cover the cost of the front cover, and also require a donation of £500 from the parish Council. This will release £300 of revenue budget.

#### Unity Bank Charges

Changes to the charges on the current account are being made from 4 September 2018. These changes apply to funds paid in to the account by means other than BACS and so will have little impact on the charges received. See Appendix a

#### Action required:

1. to receive the report and to approve the accounts for the end of the 1st quarter for signature by the Chairman and RFO.
2. To make a recommendation to Full Council with the decision of the committee re the budget for promotional materials and consultations.
3. To recommend the Council approve the updated budget with the changes above.

**Mrs Sue McKay**  
**Responsible Financial Officer**  
**12 July 2018**

## Appendix 2

### Appendix a

#### Changes to the charges on your Unity Current Account effective from 4 September 2018

Having completed a full review of our charges for paying in Cash and Cheques at Post Office® and other Agency banks who process your payments on our behalf, we are simplifying the way we charge for these services.

#### What is changing?

We currently pass on charges imposed by the Post Office® and other Agency banks for paying in Cash and Cheques to your account in addition to an administration fee. This can create confusion and as a result, we are implementing a simplified charging structure so our customers know exactly what they will be charged for using these services. You won't need to do anything as the charges will automatically be applied from 4 September 2018.

#### Where can I find details of the new charges?

We have summarised the changes in the below table. You can find full details on page 2 of our updated Service Tariff via our website [www.unity.co.uk/business-current-accounts](http://www.unity.co.uk/business-current-accounts).

	Service Tariff	
	Existing Charges	From 5 September 2018
Manual Paying-in Slip Credits	As charged by Post Office®/Bank, plus 20p	No additional fee*
Cash Paid In	As charged by Post Office®/Bank, plus 20p (per £100)	50p (per £100)
Cheque Paid In (including Freepost)	As charged by Post Office®/Bank, plus 10p (per item)	30p (per item)

*\*No fee is applied in addition to the individual credit fee on your account.*

#### Will these charges apply to all customers?

If your organisation's turnover is below £100k per annum and you are currently on our £6 per month fixed tariff, the above charges will only be applied when you pay in more than £1,500 Cash or 15 Cheques in a month.

All other accounts will be charged as detailed above.

**Appendix 3**

Christmas lights – to be inserted.



**Holmes Chapel Parish Council**  
 1 Church Walk, Holmes Chapel Cheshire, CW4 7AZ

**Clerk of the Council: Sue Davies**  
 Email: clerk@holmeschapelparishcouncil.gov.uk

**Assistant: Sue McKay**  
 Email: admin@holmeschapelparishcouncil.gov.uk

**Grant and Donation Application Form**

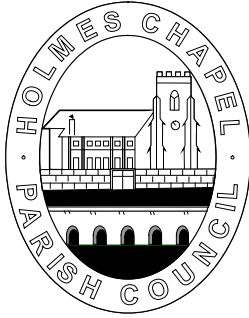
Please complete the form and submit to the Clerk of the Council at the above address.

**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	HOLMES CHAPEL CHORUS
Contact Name	KIM B. JONES
Position in the organisation	TREASURER
Email address	kbjones@btconnect.com
Telephone number	01477 535115
Address	6 STRATHMORE CLOSE HOLMES CHAPEL CHESHIRE CW4 7PP
Amount requested	£200.00
Bank details or name to be included on a cheque:	Account Name: HOLMES CHAPEL CHORUS Sort Code: 20-20-46 Account Number: 6350 1108
Type of organisation	MIXED CHOIR (FOUR PART)
Aims / objectives of the organisation	TO PROVIDE THE OPPORTUNITY FOR ANYONE TO SHARE THE PLEASURE OF SINGING TOGETHER, TO PROVIDE A SOCIAL ENVIRONMENT AND TO PERFORM CONCERTS.

Appendix 4

Membership - estimate numbers and area members are drawn from	APPROXIMATELY 40 FROM HOLMES CHAPEL AND SURROUNDING AREA
Is membership restricted by any means	NO
What age group will benefit from the funding	THERE IS NO AGE RESTRICTION AND WHILE THE CHOR MEMBERS ARE GENERALLY RANGE MATURE WE ALWAYS ENCOURAGE YOUNGER PEOPLE TO JOIN
How will the grant be used?	WE WOULD USE THE GRANT TO PURCHASE ADDITIONAL MUSIC. WE HAD A NEW MUSICAL DIRECTOR A YEAR AGO AND SHE IS KEEN TO EXTEND OUR REPERTOIRE. OUR FUNDS ARE LIMITED AND WE ARE RELUCTANT TO INCREASE OUR SUBSCRIPTIONS
How will the funding benefit the Holmes Chapel community?	APART FROM GIVING CHOR MEMBERS THE PLEASURE OF SINGING TOGETHER, OUR CONCERTS PROVIDE ENTERTAINMENT FOR THOSE ATTENDING AND RAISE MONEY FOR LOCAL CHARITIES
How do you plan to seek funding from other sources	N/A
Have you submitted copies of quotations if necessary?	N/A
Have you submitted copies of accounts if necessary?	N/A



# Holmes Chapel Parish Council

1 Church Walk, Holmes Chapel Cheshire, CW4 7AZ

**Clerk of the Council: Sue Davies**  
 Email: clerk@holmeschapelparishcouncil.gov.uk

**Assistant: Sue McKay**  
 Email: admin@holmeschapelparishcouncil.gov.uk

## 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	Cranage Village Hall
Contact Name	Tony Mallows
Position in the organisation	Events committee organiser
Email address	anthonybmallows@btinternet.com
Telephone number	01477 668649
Address	The Conifers Byley Lane Cranage CW4 8EJ
Amount requested	£200.00
Bank details or name to be included on a cheque:	Account Name: Cranage Village Hall Building Fund Sort Code: 402625 Account Number:21415875
Type of organisation	Community Village Hall Reg Charity
Aims / objectives of the organisation	To engender a sense of community



## Appendix 5

<p>Membership - estimate numbers and area members are drawn from</p>	<p>200-500 Cranage, Holmes Chapel, Goostrey and Allostock</p>
<p>Is membership restricted by any means</p>	<p>None</p>
<p>What age group will benefit from the funding</p>	<p>All ages</p>
<p>How will the grant be used?</p>	<p>Last year saw the first ever Beer Fest in Cranage - or, for that matter, Holmes Chapel.</p> <p>Due to the response, we are repeating the event this year, but with the aim of making it even better than last time with more live music, including function band Sonic Boom (a huge hit last year), an Abba tribute band, plus the winners of this year's Holmes Chapel High School's Battle of the Bands; DJ sets from Dane Sound; a specialist Gin Tent, Prosecco, delicious food, and an even better selection than ever of fabulous local beers.</p> <p>This year, we'll also be leaflet-dropping to 8000 houses in order to open up the event to a much wider area of neighbouring villages.</p> <p>A grant would be invaluable in contributing towards the cost of special Beer Fest glasses; children's entertainment and amusements on Family day; and toward the cost of the large marquee and stage we hope to provide for the live entertainment.</p>
<p>How will the funding benefit the Holmes Chapel community?</p>	<p>The benefit to Holmes Chapel is the continuation of Cranage Village Hall, which hosts many events that Holmes Chapel residents attend.</p>
<p>How do you plan to seek funding from other sources</p>	<p>I have raised £2300 from local business (some in HC) and will be asking Cranage PC to contribute also.</p>

**Appendix 5**

Have you submitted copies of quotations if necessary?	N/A
Have you submitted copies of accounts if necessary?	N/A





