



Goostrey Parish Council

The Village Hall

Goostrey

Cheshire

CW4 8PE

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E-Mail: clerk@goostreyparishcouncil.gov.uk

19th April 2023

DOCUMENT PACK FOR GOOSTREY PARISH COUNCIL MEETING

Tuesday 25th April 2023 at 7.30pm in the Village Hall, Lounge

AGENDA

- 1. Declarations of Interest:** To receive and minute any Declarations of Interests.
- 2. Apologies for Absence:** To receive apologies for unavoidable absence.
- 3. Minutes:** To accept the minutes from the Parish Council meeting on 28th March 2023 and all the decisions therein. View minutes here [Draft Minutes Goostrey Parish Council Meeting 28th March 2023.](#)

Motion: The Parish Council resolves to accept the minutes of the Parish Council meeting held on 28th March 2023.

- 4. Cheshire East Council Matters:** To receive a report on Cheshire East Council Matters. To deal with any questions by Members relating to the report and any questions by Members notified in advance to the Chairman and the CE Councillor.
- 5. Committee Matters:** To receive reports from the Parish Council Committees:

- a) Planning Committee Minutes 28th March 2023. [Draft Planning Committee Minutes 28th March 2023.](#)

Motion: The Parish Council resolves to accept the minutes of the Planning Committee meeting of 28th March 2023 and all the decisions therein.

- b) Planning Committee Minutes 31st March 2023. [Draft Planning Committee Minutes 31st March 2023.](#)

Motion: The Parish Council resolves to accept the minutes of the Planning Committee meeting of 31st March 2023 and all the decisions therein.

- c) Finance Committee Meeting Minutes 4th April 2023. [Draft Finance Committee Minutes 4th April 2023.](#)

- i. **Resolved:** The Finance Committee resolved to accept the Financial Position vs. Budget for the year ended 31st March 2023. **See page 3.**
- ii. **Resolved:** The Unaudited Accounts for the year ended 31st March 2023. **See page 5.**
- iii. **Resolved:** The Finance Committee resolved to accept the reserves position for the year ended 31st March 2023. **See page 6**

- iv. **Resolved:** The Finance Committee resolved to accept the risk assessment for 2023-2024. **See page 8.**

Motion: The Parish Council resolves to accept the minutes of the Finance Committee meeting of 4th April 2023 and all the decisions therein.

6. **Planning Matters:** Considered by the Planning Committee at the earlier meeting.
7. **Financial Payments:** To approve payments in Schedule 04/23. **Includes:** Salaries & expenses. **See page 21.**

Motion: The Parish Council approves the payments listed on Schedule 04/23.

8. **Clerk's Report:** Including actions from the Last Meeting and Correspondence. **See page 22.**
9. **Highways & Speedwatch:**

a) **Speedwatch Report** – To receive the Speedwatch Report. **See page 24.**

- **SDU at Shearbrook, Main Road - Summary Report. See page 25.**

b) **Footpath outside 77 Main Road** – To receive an update on actions agreed at the last meeting.

10. **Police Matters:** To consider any matters related to local policing.

11. **Grants and Donations - To receive and consider approval of the following applications:**

a) **Goostrey Parish Archive** – See page 26.

b) **Goostrey Open Gardens** – See page 29.

12. **Boothbed Lane Play Area Working Group Update:** To receive a report on the work of the Boothbed Lane Play Area Working Group and to approve the proposed motion in support of the project. **See page 35.**

Motion: The Parish Council approves the development a Memorandum of Understanding with Cheshire East Council on the management of the s106 monies allocated to Goostrey for informal and formal play. The Memorandum of Understanding will return to GPC for final agreement.

13. **Bank Holiday to Mark the King's Coronation:** To approve the additional bank holiday on 8th May for Parish Council Staff.

14. **Kofax Power Advanced PDF Software:** To approve the purchase of a Kofax Power Advanced PDF Licence. **See page 44.**

Motion: The Parish Council approves the purchase of the Kofax Power Advanced PDF Licence at a cost of £131 (excl. VAT).

15. **Rewilding Initiative:** To consider a proposal to rewild areas of Goostrey that have become unkempt.

16. **Minor items and items for the next agenda.**

17. **Date of Next Meeting – Annual Parish Council Meeting Tuesday 23rd May 2023**

Close meeting

Item 5.c.i

Summary of Receipts and Payments

All Cost Centres and Codes

1 Parish Council

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	48,142.00	48,142.00					(0%)
8	Bank Interest	400.00	1,680.66	1,280.66				1,280.66 (320%)
10	Exceptional Income							(N/A)
11	Audit				750.00	637.50	112.50	112.50 (15%)
12	Bank Charge				445.00	365.93	79.07	79.07 (17%)
13	Computer				300.00	202.18	97.82	97.82 (32%)
14	Telephone and Broadband				790.00	649.06	140.94	140.94 (17%)
15	Website				400.00	390.00	10.00	10.00 (2%)
16	Office Supplies, Printing & Posta		63.41	63.41	1,200.00	1,820.55	-620.55	-557.14 (-46%)
17	Insurance				800.00	1,005.22	-205.22	-205.22 (-25%)
18	Legal and Professional Fees					237.65	-237.65	-237.65 (N/A)
19	Subscriptions				1,200.00	594.50	605.50	605.50 (50%)
20	Councillors/General Expenses				100.00		100.00	100.00 (100%)
21	Accounting System				400.00	633.60	-233.60	-233.60 (-58%)
22	Parish Magazine				280.00	250.00	30.00	30.00 (10%)
23	General							(N/A)
24	Grant Funding				4,350.00	1,675.19	2,674.81	2,674.81 (61%)
25	Clerk's Expenses				100.00		100.00	100.00 (100%)
26	Clerk's Salary				16,717.64	15,269.52	1,448.12	1,448.12 (8%)
27	Employers NIC				417.94	757.49	-339.55	-339.55 (-81%)
28	Training				1,000.00	5.00	995.00	995.00 (99%)
32	Rose Day Stand and Toilets				750.00	438.49	311.51	311.51 (41%)
35	Christmas Lights				900.00	650.00	250.00	250.00 (27%)
47	Employee NIC							(N/A)
48	Employee Income Tax							(N/A)
54	Recruitment Costs							(N/A)
55	Pension Contribution Employee							(N/A)
56	Pension Contribution Employer				1,500.00	749.83	750.17	750.17 (50%)
SUB TOTAL		48,542.00	49,886.07	1,344.07	32,400.58	26,331.71	6,068.87	7,412.94 (9%)

2 Amenities

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
29	Village Maintenance (incl grass c				1,500.00	490.00	1,010.00	1,010.00 (67%)
30	Graveyard Maintenance				3,596.00	3,479.00	117.00	117.00 (3%)
31	Lengthsman Service				1,000.00	125.00	875.00	875.00 (87%)
33	Speedwatch				800.00	55.00	745.00	745.00 (93%)
34	Seniors Lunch	1,000.00	510.00	-490.00	2,000.00	1,211.12	788.88	298.88 (9%)
36	Planters and Plants				500.00		500.00	500.00 (100%)
SUB TOTAL		1,000.00	510.00	-490.00	9,396.00	5,360.12	4,035.88	3,545.88 (34%)

3 Village Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	VH Lettings - Hall	14,350.00	11,167.72	-3,182.28				-3,182.28 (-22%)

Goostrey Parish Council
Summary of Receipts and Payments

14 April 2023 (2022-2023)

All Cost Centres and Codes

3	VH Lettings - Lounge	4,000.00	9,704.73	5,704.73		10.50	-10.50	5,694.23 (142%)
4	VH Lettings - Committee Room	500.00	413.84	-86.16				-86.16 (-17%)
5	VH Lettings - School Kitchen	125.00	100.00	-25.00	125.00		125.00	100.00 (40%)
6	VH Lettings - Caretaker Services	975.00	3,538.50	2,563.50				2,563.50 (262%)
7	VH Lettings - Performing Rights							(N/A)
9	VH - Lettings early/late fees	50.00	20.00	-30.00				-30.00 (-60%)
37	VH Recharge				10,000.00		10,000.00	10,000.00 (100%)
38	VH Improvements				1,050.00	462.45	587.55	587.55 (55%)
39	Performing Rights Licence				500.00	141.97	358.03	358.03 (71%)
40	VH General Maintenance & Supj				2,100.00	1,472.43	627.57	627.57 (29%)
41	VH - Covid Cleaning - Hall							(N/A)
42	VH Advertising/Entertainment Bl				525.00	110.97	414.03	414.03 (78%)
43	██████████				11,079.15	6,186.74	4,892.41	4,892.41 (44%)
44	VH Clerk Salary				1,836.41	1,485.27	351.14	351.14 (19%)
45	VH - Covid Cleaning - Lounge							(N/A)
46	VH Staff Expenses				200.00		200.00	200.00 (100%)
57	██████████				1,830.00	2,548.41	-718.41	-718.41 (-39%)
58	VH Employers NIC				368.64	224.27	144.37	144.37 (39%)
59	VH Pension Contributions				442.37	77.87	364.50	364.50 (82%)
SUB TOTAL		20,000.00	24,944.79	4,944.79	30,056.57	12,720.88	17,335.69	22,280.48 (44%)

4 Expenditure from Reserves

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
49	Village Hall Planting Project							(N/A)
50	Telephone Box Refurbishment C							(N/A)
51	Village Environmental Improvem							(N/A)
52	Notice Boards							(N/A)
53	Defibrillator Supplies					158.00	-158.00	-158.00 (N/A)
60	VH Lettings - Connected Commu		-176.00	-176.00				-176.00 (N/A)
61	Platinum Jubilee Event					990.00	-990.00	-990.00 (N/A)
62	Christmas Lights					373.08	-373.08	-373.08 (N/A)
63	Bowling Pavilion Contribution					10,000.00	-10,000.00	-10,000.00 (N/A)
64	Environmental Hedging					1,338.00	-1,338.00	-1,338.00 (N/A)
65	Coronation Mugs					1,500.00	-1,500.00	-1,500.00 (N/A)
66	Boothbed Lane Village Entrance					3,286.64	-3,286.64	-3,286.64 (N/A)
SUB TOTAL			-176.00	-176.00		17,645.72	-17,645.72	-17,821.72 (N/A)

Summary	Receipts			Payments			Total Budget Variance
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
NET TOTAL	69,542.00	75,164.86	5,622.86	71,853.15	62,058.43	9,794.72	15,417.58 (10%)
V.A.T.		3,287.20			4,336.31		
GROSS TOTAL		78,452.06			66,394.74		
NET TOTAL ACTUAL RECEIPTS		75,164.86					
NET TOTAL ACTUAL PAYMENTS					62,058.43		
TOTAL EXCESS OF RECEIPTS OVER PAYMENTS		13,106.43					



Goostrey Parish Council
Unaudited Accounts
01-April-2022 to 31-March-2023

Excludes any spend from reserves and includes VAT

These are the actual net receipts and actual gross receipts figures from the R&P Report.

RECEIPTS

Precept Payment
 V. Hall Lettings incl VAT
 Bank Interest
 Lunch Ticket Sales
 Exceptional Income
 Recharges
 VAT Refund

Total Receipts (Net) £75,164.86
 Plus VAT £3,287.20
 = Total Receipts (Gross) £78,452.06
 Plus negative receipt from Connected Communities Reserve -£176.00
 Equals £78,628.06

£48,142.00
 £24,944.79
 £1,680.66
 £510.00
 £0.00
 £63.41
 £3,287.20

£78,628.06

PAYMENTS

VAT Control

Excludes any spend from reserves and includes VAT

Administration
 Audit
 Donations/Sponsorship
 Maintenance - around Village
 Parish Projects
 Salary & Expenses - Parish Council
 Staff Pensions
 Recruitment
 Training
 V.Hall Refunds
 V.Hall expenses

Total Payments (Net) £62,058.43
 Plus VAT £ 4,336.31
 = Total Payments (Gross) £66,394.74

£4,336.31
 £6,148.69
 £637.50
 £1,675.19
 £4,094.00
 £2,354.61
 £16,027.01
 £749.83
 £0.00
 £5.00
 £10.50
 £2,187.82
 £10,522.56

£48,749.02

Excess of Receipts over Payments

£29,879.04

Balance at 01-April-2022
 Excess of Receipts over Payments plus
 Less spend from Non-Capital Reserves less
 Less spend from Capital Reserves less

£181,255.62
 £29,879.04
 £3,197.08
 £14,624.64

Balance of accounts at 31-March-2023

£193,312.94

Non-Capital Reserves (incl Current Account)
 Capital Reserves
 Unallocated Funds

The Unallocated Funds figure won't match the actual excess of receipts over payments figure unless the unallocated funds reserve is set to zero at the start of every year.

£151,281.01
 £29,169.36
 £12,862.57

Total Reserves

£193,312.94

Represented by
 Current Account
 NS & I Account - Deposit
 Santander Account - Deposit
 Skipton Building Soc - Deposit
 Caxton FX Prep Paid Debit Card

£42,418.61
 £71,824.83
 £78,875.96
 £0.00
 £193.54

£193,312.94

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Goostrey Parish Council
Reserves Balance up to 31st March 2023
2022-2023

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital					
Village Hall Projects	8,800.00				8,800.00
Village Projects	30,000.00	-18,600.00			11,400.00
Village Entrances Project		7,650.00	3,286.64		4,363.36
Environmental Hedge		1,338.00	1,338.00		0.00
Bowling Pavilion		10,000.00	10,000.00		0.00
Capital General	4,994.00	-388.00			4,606.00
Total Capital	43,794.00		14,624.64		29,169.36
Earmarked/Revenue					
Operating Reserves	63,012.00	6668.00			69,680.00
VH Recharge 2018-2019	2,767.00				2,767.00
VH Recharge 2019-2020	13,000.00				13,000.00
VH Recharge 2020-2021	13,000.00				13,000.00
VH Recharge 2021-2022		13,000.00			13,000.00
VH Recharge 2022-2023		10,000.00			10,000.00
Election Fee	7,000.00				7,000.00
Village Hall Floor Refurbishment	2,000.00				2,000.00
Village Hall Planting Project	-753.00	753.00			0.00
Support for the Village Hall	8,000.00	-8000.00			0.00
Telephone Box Refurbishment	296.43	-296.43			0.00
Neighbourhood Plan Review	12,000.00				12,000.00

£1,928 already committed to grants approved.

Grants & Donations		7006.81		7006.81		
Unallocated General Reserve	5,787.28	-3,972.00	1,658.00	157.28		
Connected Communities Fund		219.00		43.00	-176.00	
Christmas Lights Bogbean		2,000.00	373.08	1,626.92		
Platinum Jubilee Events		990.00	990.00	0.00		
Total Earmarked/Revenue	126,109.71	28,368.38	3,021.08	151,281.01	-176.00	
TOTAL RESERVE	169,903.71	28,368.38	17,645.72	180,450.37	-176.00	
GENERAL (UNALLOCATED) FUND				12,862.57		
TOTAL FUNDS (CASH IN BANK)				193,312.94		

Aim	Risk	Risk Level			Mitigation	Actions Required	Resultant Risk Level			Person Responsible
		Likelihood	Impact	Risk			Likelihood	Impact	Risk	
1. To ensure compliance with the Acts of Parliament, Council's Standing Orders, Financial Regulations and Code of Conduct.	1. Lack of knowledge of regulations and codes and powers laid down by Parliament.	1	1	4	a) Ensure that all Councillors have copies of Code of Conduct and Standing Orders together with the "Good Councillor Guide". Highlight essential parts and provide training where required. Re-issue Annually. (b) Keep record of Councillors' and Staff Training. (c) Experienced and competent Parish Clerk/Staff	None at this time.	1	1	4	All Councillors, Parish Clerk
	2. Standing Orders out of date.	1	1	3	(a) Ensure that Standing Orders are produced, understood by Councillors, and reviewed at least once per year.	None at this time.	1	1	3	All Councillors, Parish Clerk
	3. Lack of commitment and adherence to regulations and procedures.	3	3	9	a) Regular reference to appropriate regulations in agenda items. (b) Reports/motions put forward by Members should contain a comment by the Parish Clerk. All motions should be on the agenda at least 3 days in advance of the meeting and checked by the Clerk. (c) No delegation of responsibilities to individual Councillors (as there is no legal power).	None at this time	3	3	9	All Councillors, Parish Clerk

	4. Items/services purchased without proper tendering procedures, resulting in accusations of commercial favouritism.	2 3 6	<p>a) All purchases that need tendering to go through the Parish Clerk's Office & Parish Council</p> <p>(b) Ensure that all Councillors and Clerk are aware of regulations re estimates and full tender procedures.</p> <p>(c) Review purchasing and contract procedure rules.</p> <p>(d) Adequate controls validated by regular Internal Audit</p>	None at this time.	2 3 6	Parish Clerk acting as Responsible Finance Officer Finance Committee
	5. Payments made without prior approval and adequate control.	1 3 3	<p>(a) Ensure all payments are approved in Council meetings and recorded in minutes.</p> <p>(b) Carry out monthly bank reconciliation check as required by audit.</p> <p>(c) No cash payments, the council does not maintain any form of cash Financial Regulation.6.21.</p> <p>(c) Add report on variances >10% to qtly and annual report.</p> <p>(c) Clerk raises payments using the NatWest Bankline system and a councillor approves the payment. Assignment of rolls means that the Clerk cannot release payment.</p> <p>(d) All cheques must be signed by at least 2 Members plus Parish Clerk</p> <p>(e) Adequate controls validated by regular Internal Audit</p>	None at this time.	1 1 3	Parish Clerk acting as Responsible Finance Officer Finance Committee
	6. Lack of control of signatories to cheques.	1 3 3	<p>a) Keep authorised signatories to a minimum consistent with practicalities.</p> <p>(b) Signatories approved by Council</p>	None at this time.	1 1 3	Parish Clerk acting as Responsible Finance Officer

						Finance Committee
	7. VAT not properly accounted for, resulting in overclaims and large demands from HMRC	1 2 2	a) Ensure Clerk has adequate knowledge of regulations. Ask VAT expert to check our procedures (b) Adequate controls validated by regular Internal Audit (c) VAT return every quarter	Ask VAT expert to check procedures	1 2 2	Parish Clerk acting as Responsible Finance Officer Finance Committee
2. To identify and regularly review the Council's priorities, using a risk based approach, to ensure these are clear and achievable.	1. Lack of knowledge of how to set objectives, set priorities, and identify risks resulting in lack of clarity, direction and appropriate allocation of resources.	3 3 9	a) All Councillors to be made aware of need for objectives and identification of risk. (b) Attend training sessions if necessary (c) Establish agreed priorities that are matched to available resources.		3 3 9	Chairman, Parish Clerk
	2. No Risk Analysis carried out and/or steps taken to combat risks	2 3 6	(a) Review risk assessment every 6 months at Finance Committee (b) All significant proposals to provide a risk assessment		2 3 6	Chairman, Parish Clerk
3. To influence other Council departments and Government	1. Lack of effective lines of communication with other organisations	1 2 2	a) Allocate Councillors to champion key areas of interest (b) Attend invited events that are likely to impact the Parish (c) Provide adequate feedback to Council	None at this time	1 2 2	All Councillors, Parish Clerk

organisations to fulfil the requirements of the Parish population						
	2. Lack of effective lines of communication with parishioners	2 3 6	<p>a) Take every opportunity to publicise role of Parish Council.</p> <p>(b) Publish regular Parish Council newsletter</p> <p>(c) Effective use of notice boards and “fliers”.</p> <p>(d) Use website to publicise Parish Council work</p> <p>(e) Use key issues to raise profile of Parish Council and to test parishioners' views.</p> <p>(f) Create of Parish Council annual plan and put to parishioners for comment.</p> <p>(g) Community Engagement Policy implemented.</p> <p>(h) Councillors copy Clerk on any significant individual resident or association/club matters</p> <p>(i) Submit regular articles to the Parish Magazine.</p>	None at this time	2 2 4	All Councillors, Parish Clerk, External Liaison Councillors.
4. To ensure that all Councillors are aware of their responsibilities, and possible liabilities, and to provide adequate insurance cover for all possible risks.	1. Lack of education of Councillors regarding responsibility and liability.	1 4 4	<p>a) Familiarisation with Standing Orders and Good Councillor Guide.</p> <p>(b) Councillors to be reminded annually of importance of these publications</p> <p>(b) Attend any training courses as appropriate.</p>	None at this time	1 4 4	All Councillors

	2. Inadequate insurance cover taken out – Property, personal liability, employer’s liability, fidelity guarantee	1	3	3	(a) Review annually at Finance Committee (b) Ensure Level of fidelity cover is reviewed to ensure correct level maintained. Insurance cover increased 2022/23.	None at this time	1	3	3	Parish Clerk, All Councillors
5. To keep appropriate books of account accurately and up to date throughout the financial year.	1. Inadequate knowledge and commitment to accounting requirements	1	4	4	(a) Ensure that Responsible Financial Officer and Chairman of Finance Committee is familiar with relevant current financial regulations and include them in standing orders. (b) Responsible Finance Officer to produce quarterly financial reports as part of the Governance and Performance Monitoring Report to Finance Committee (c) Internal audit to be undertaken annually plus review of adequacy by Finance Committee. Reports to be made available to all Councillors and any recommendations to be acted upon promptly	None at this time	1	4	4	Parish Clerk acting as Responsible Finance Officer Finance Committee
	2. Bank charges unnecessarily incurred.	1	1	1	a) Responsible Finance Officer to carry out regular inspection of books of account.	None at this time	1	1	1	Parish Clerk acting as Responsible Finance Officer
	3. Inaccuracies in recording amounts, totals in books of account, and bank reconciliations.	1	1	4	a) Responsible Finance Officer to ensure that accounts and systems are kept in such a way that internal controls are included and activated. (b) Accounting system that performs integrity checks and balances	None at this time	1	1	4	Parish Clerk acting as Responsible Finance Officer Finance Committee

			(c) Ensure accounts reconciled each month and send copy of reconciliation to Chairman of Finance Committee (d) Regular internal audits to advise on internal controls required. (e) Ensure monthly reconciliation statements signed off by a member of the Finance Committee			
	4. Not enough money held in current account to meet liabilities.	1 3 3	a) Responsible Finance Officer to carry out regular inspection of books of account.	None at this time	1 3 3	Parish Clerk acting as Responsible Finance Officer
	5. Cash not fully protected by FSCS protection and the most beneficial interest terms not being obtained.	1 4 4	a) Ensure that balances never exceed current FSCS protection limits - 1 4 4 (b) Quarterly review to ensure that most favourable interest rates are obtained on deposit accounts.	None at this time	1 4 4	Parish Clerk acting as Responsible Finance Officer
	6. Inadequate control of cash receipts and payments.	1 2 2	(a) No cash payments made in line with Financial regulations. Cash receipts kept to a minimum.	None at this time	1 2 2	Parish Clerk acting as Responsible Finance Officer
	7. Debts not pursued promptly	3 1 3	(a) Responsible Finance Officer to monitor and act on aged debt analysis. Aged debt analysis provided by Hallmaster. (b) Internal audit checks.	None at this time	3 1 3	Parish Clerk acting as Responsible Finance Officer
	8. VAT claims not made promptly or made incorrectly.	1 2 2	a) Ensure Clerk has up to date and appropriate and up to date VAT official publications. VAT knowledge.	Clerk has attended VAT training provided by ChALC and Scribe and will	1 2 2	Parish Clerk acting as Responsible Finance Officer

				continue to keep knowledge up to date		
9. Books of account not kept up to date/invoices not posted promptly. Receipts not banked or banked properly	1	4	4	a) Regular checks by Responsible Finance Officer and annual check by internal auditor. (b) Responsible Finance Officer to produce quarterly financial reports for the Finance Committee.	None at this time	1 4 4 Parish Clerk acting as Responsible Finance Officer
10. Slow response to request to change bank mandates leaving Council unable to authorise cheque payments	1	3	3	a) Keep at least 3 councillors on the list from year to year and avoid making frequent changes. (b) Move as many payments as possible to electronic on-line payments	None at this time	1 3 3 Parish Clerk acting as Responsible Finance Officer
11. Clerk taken ill or leaves without replacement.	2	4	8	a) Key Working Procedures for use in an emergency have been documented. 2 Councillors to have joint access to passwords (b) SLCC to be used for hiring a Temporary Clerk.	Councillors have yet to test.	2 4 8 Parish Clerk acting as Responsible Finance Officer Staff Committee
12. Council unable to conduct its business due to unavailability of data	2	4	8	a) Files backed up everyday to a different, secure, location. (b) Chairman/Vice-Chair have access to office and electronic files. (c) Important paper documents are copied and stored in different location. Fireproof safe for key documents etc.		2 4 8 Parish Clerk
13. Not enough councillors elected	2	3	6	a) Advertise need for councillors in run up to elections All Councillors	None at this time	2 3 6 All councillors and Parish Clerk

	following next or retained to maintain quorate council		(b) Promote Council between elections so it is perceived as a valued body							
6. To ensure that payments made from council funds and the use of assets represent value for money, are adequately managed.	1. Expenditure of funds is not prioritised and / or monitored	1	3	3	a) At least annually review of expenditure priorities. (b) Ensure all expenditure follows grant/donation policy	None at this time	1	3	3	Parish Clerk acting as Responsible Finance Officer
	2. Use of funds not giving value for money.	3	3	9	a) Ensure appropriate quality and price (b) Require report of how money donated has been spent and value achieved	None at this time	3	3	9	Parish Clerk acting as Responsible Finance Officer Finance Committee
	3. Charges and usage of facilities inadequate	3	2	6	(a) Maximise use of facilities by advertising etc. (b) regular review of Charges at least at budget setting time. (c) Periodic review of booking systems	None at this time.	3	2	6	Parish Clerk acting as Responsible Finance Officer
	4. Loss of money or damage to reputation through scams, phishing etc	1	4	4	(a) Clerk and councillors should be vigilant of this risk and should not respond to unsolicited and/or unexpected requests without first checking with Clerk or Chairman	None at this time.	1	4	4	Parish Clerk, all councillors
7. To ensure that the annual precept	1. Lack of knowledge of and	1	4	4	(a) Include Financial Regulations alongside Standing Orders issued to all Councillors.		1	4	4	Parish Clerk acting as

requirement results from an adequate budgetary process; progress against the budget is regularly monitored; and reserves are appropriate	commitment to budgetary process and Council regulations.		(b) Parish Clerk acting as Responsible Finance Officer to advise during budgetary process.			Responsible Finance Officer, All councillors
	2. Inadequate consideration of requirements for annual precept.	1 4 4	(a) Place item on agenda early in September to remind councillors of budget process and actions required. Clerk to remind Councillors of items such as Election Costs. (b) Start consideration of calculation at least 3 months prior to submission date. (c) Creation of a 3 year financial plan linked to priorities	None at this time	1 4 4	Parish Clerk, all councillors
	3. Inadequate internal controls with regard to monitoring expenditure.	1 4 4	a) Checks by Responsible Finance Officer and Internal Auditor. (b) Summary of Financial and budget progress reports to Council with payment information.	None at this time	1 4 4	Parish Clerk acting as Responsible Finance Officer
	4. Reserves set at wrong level.	1 4 4	a) Monitored by RFO quarterly (b) Considered annually by Council as part of budget setting.	None at this time	1 4 4	Parish Clerk acting as Responsible Finance Officer
8. To explore all possible sources of income and to ensure that expected income is fully received.	1. Lack of knowledge and/or commitment of possible sources	1 2 2	a) To be considered as part of any existing or new scheme or change of service	None at this time	1 2 2	Parish Clerk, all councillors

	of Income, e.g. grants.									
9. To ensure that salaries paid to Employees and amounts paid to Councillors and contractors are paid in accordance with council regulations, and adequately monitored.	1. Inappropriate rate of pay to employees.	4	2	8	a) Clerk to have knowledge of current appropriate employee regulations (b) Contracts of employment are in place for all staff and updated as required (c) Payroll entered by Parish Clerk and checked by Staff Committee or Finance Committee (d) Review Salaries annually in line with responsibilities. (e) Performance reviews to be carried out at least annually	None at this time	4	2	8	Staff Committee Chair
	2. Tax and NI arrangements not in accordance with regulations.	1	2	2	(a) RTI payroll system -	None at this time	1	2	2	Parish Clerk acting as Responsible Finance Officer
10. To ensure that year end accounts are prepared on the correct accounting basis, on time, and supported by an adequate audit trail	1. Late or non-submission of annual accounts.	1	4	4	a) External Auditor sets timetable for Annual Return and sends it to the RFO.	None at this time	1	4	4	Parish Clerk acting as Responsible Finance Officer
	2. Year-end accounts not prepared, inaccurate, or not in accordance with Council requirements.	1	4	4	a) Internal audit checks.	None at this time	1	4	4	Parish Clerk acting as Responsible Finance Officer

<p>11. To identify, value and maintain all assets of the Parish Council and ensure that asset and investment registers are complete, accurate and properly maintained</p>	<p>1. Lack of knowledge of assets of Parish Council.</p>	<p>1 2 2</p>	<p>a) Ascertain and record all assets for which Parish Council is responsible. (b) Update at least annually</p>	<p>None at this time</p>	<p>1 2 2</p>	<p>Parish Clerk, Finance Committee</p>
	<p>2. Assets lost or misappropriated</p>	<p>1 2 2</p>	<p>(a) Establish who is responsible for security and maintenance of each asset. (b) Asset register to be reported to Finance Committee for review at least annually.</p>	<p>None at this time</p>	<p>1 2 2</p>	<p>Parish Clerk, Finance Committee</p>
	<p>3. Inadequate or inaccurate valuation of the Council's assets</p>	<p>1 2 2</p>	<p>(a) Arrange for periodic review of valuations and arrange for professional valuation where necessary. (b) Annual check of assets vs insured value (c) Annual report to Finance Committee.</p>	<p>None at this time</p>	<p>1 2 2</p>	<p>Parish Clerk, Finance Committee</p>
<p>12. To comply with appropriate Government legislation and guidance regarding access, equality, safeguarding, data protection, FOI etc.</p>	<p>1. Lack of knowledge of and commitment to applicable legislation and guidance</p>	<p>2 4 8</p>	<p>a) Parish Clerk to have knowledge of all appropriate legislation and guidance (b) Council to have all appropriate policies in place (c) CiLCA qualified Parish Clerk. (d) All councillors to be aware of policies (e) Suitable encryption, firewall, anti-virus, anti-malware on Clerk's computer and files (f) Amenities Committee to check external PC assets once per year (eg benches)</p>		<p>2 4 8</p>	<p>Amenities Committee, Parish Clerk, All Councillors</p>

			(g) All councillors and staff given .gov.uk email addresses for data protection and FOI purposes							
13. To carry out adequate safety checks on all buildings, properties and equipment for which the Council is responsible.	1. Lack of safety of properties, buildings & equipment	3	3	9	a) Health and Safety Policy (b) Ensure that all current legislation and advice is held by Clerk. (c) Adequate risk assessments of assets and processes (d) Amenities Committee check condition of all assets once per year.	None at this time	3	3	9	Amenities Committee, Parish Clerk, All Councillors
	2. Routine safety checks are not carried out	1	4	4	(a) Safety checks are done by Caretaker, Clerk or by contractors arranged by the School. (b) Record of maintained of safety checks carried out	None at this time	1	4	4	Amenities Committee, Parish Clerk, All Councillors
14. To safeguard lone working staff	1. Someone enters the building and confronts lone worker.	2	4	8	(a) Whenever possible, lone workers should keep external doors and windows locked. (b) Lone staff should carry mobile phone at all times (c) CCTV covering main entrance, door locking system	None at this time	2	3	6	All Councillors
	2. One person left alone in building after meeting, with unexpected intruder	1	4	4	(a) Chairman of meeting, or other nominated person, should ensure that there are no unauthorised people in the building before leaving and locking the door.	None at this time	1	4	4	Parish Clerk, All Staff, All Councillors, All meeting organiser
	3. Risk of confrontation as	1	4	4	(a) Adequate external lighting (b) CCTV covering main entrance	None at this time	1	4	4	VHMC

	lone worker enters or leaves building		(c) Zero Tolerance Policy adopted			
15. Unexpected disruption to village hall facilities	1. Damage to fabric of building. Loss of electricity, burst pipes.	1	5	5	a) Insurance for loss of income (b) Regular inspections of electricity, pipework and fabric	1 5 5 VHMC

- Likelihood**
- 1 Unlikely to happen – once in 20 years or more
 - 2 Unlikely to happen – once in 10 years
 - 3 Likely to happen within the 4 year term of Council
 - 4 Very likely to happen within year or has happened recently

- Consequences of Impact**
- 1 Temporary or minor impact on Customer, finance or reputation – impact over less than a month
 - 2 Some impact on reputation and/or finances – impact less than 3 months
 - 3 Substantial impact with moderate financial or reputational consequences – impact up to a year
 - 4 Significant impact with likely large scale financial or reputational consequences – impact over more than one year

Risk Levels if suggested actions are not carried out (Impact on Council x Likelihood)

1-4	Overall risk is low. Regular monitoring but action not urgently required
5 - 11	Overall risk is medium. Monitoring essential and action required to mitigate risks
12 - 16	Overall risk is high. Essential action is required immediately to manage risk.
0	No recommended action at this time.

ITEM 7 FINANCIAL PAYMENTS

Payment Schedule 04/23 April 2023

Payment Date	Payee	Money Out	Description	
05/04/2023	1 Staff Salaries	£1,928.21	Staff Salaries	Paid
05/04/2023	2 HMRC	£211.84	Tax and NI	Paid
05/04/2023	3 Nest	£141.66	Pension Payment	Paid by DD
13/04/2023	4 Vodafone	£19.20	Mobile Phones	Paid by DD
13/04/2023	5 Jodrell Side WI	£428.00	Grant Payment	Paid
13/04/2028	6 Goostrey Community Shed	£1,500.00	Grant Payment	Paid
18/04/2023	7 Natwest	£27.20	Bankline Charges	Paid
19/04/2023	8 Plusnet	£29.58	Telephone and Broadband	Paid by DD
28/04/2023	9 David Crawford	£80.00	Newsletter Distribution	
28/04/2023	10 Goostrey Rose Festival	£65.00	Rose Day Programme Advertisement	
28/04/2023	11 Caxton Pre-Paid Card	£500.00	Card Load/Top up	
		£4,930.69	inc VAT	

Receipts at 18th April 2023

HMRC VAT	£1,272.36
CEC 1st Installment Precept	£25,340.00
Village Hall income	£815.50
Total Receipts	£27,427.86

Account Balances at 18th April 2023

Current Account	£65,046.86
Santander Capital Account	£78,875.96
NS&I General	£71,824.83
TOTAL	£215,747.65

Caxton Card Report 18th April 2023

Transaction Date	Payee	Amount	Description
	Balance brought forward	£211.36	
1	Co-op	£16.32	2nd Class Stamps
	Total Spend inc Fees	£16.32	
	Total Fees	£1.50	
	Total Spend inc Fees	£17.82	
	Card Load	£0.00	
	Card Balance at 18th April 2023	£193.54	

Item 8 Clerk's Report

Actions

- a) Letter to VH Supervisors drafted and with Chairman for approval.
- b) VHMC and Council decision regarding the outreach Post Office sent on 4th April
- c) Request to formally review the highways safety issue related to the footpath outside 77 Main Road sent to the Head of Highways, Paul Hurdus on 11th April.
- d) All grant applicants contacted and successful grants paid.
- e) Repeat request for the Village Hall Recharge invoice to be issued by CEC sent to Director of Finance and Customer Services 11th April. Response received the same day with an admission that the process is not working at the CEC end a commitment to investigate.

Correspondence

- a) Birch Hosting Limited Cloud SSD Price Increase 2023 20/03/2023 20 KB
- b) Jackie Weaver RE: Internal Auditors 21/03/2023
- c) ChALC IMPORTANT ELECTION REMINDER FOR ALL EXISTING COUNCILLORS 21/03/2023
- d) Cath Kirwan Fw: Northwich Town Council 21/03/2023
- e) Caroline Wightman RE: Christmas Lighting 21/03/2023
- f) Roger Burgess Goostrey Parish Archive 21/03/2023
- g) FOGS Fwd: FoGS article for April edition of parish mag 22/03/2023
- h) Goostrey Gardens Re: Press release for PC Newsletter 22/03/2023
- i) Stephanie Astbury RE: Village Maintenance Contract 22/03/2023
- j) Cheshire East Highways - Traffic Management Area Highway Group Report 23/03/2023
- k) Sharon Angus-Crawshaw REMINDER: Town and Parish Councils Network Meeting 28/03/23
- l) Goostrey WI Goostrey WI Joint Event with Jodrell Side WI --14th September 2024
- m) Resident Use of Village Hall 4th and 18th March 26/03/2023
- n) Goostrey Gardens RE: Press release for PC Newsletter 28/03/2023
- o) MOP Old Friend 29/03/2023 6 KB
- p) Caroline Wightman RE: Christmas Lighting 30/03/2023 733 KB
- q) Cheshire East Highways - Traffic Management Area Highway Group Report 30/03/2023
- r) Cheshire East Highways Road Closure: Various roads within Cheshire East 31/03/2023
- s) Resident Re: Grant Application 31/03/2023
- t) Goostrey Primary Admin Footpath/Steps closed for 2 weeks 31/03/2023
- u) Resident Re: Oak Bollards, Church Bank 31/03/2023
- v) Goostrey Primary Admin RE: Elections 2023 31/03/2023
- w) Congleton Chronicle Complaint to Government Ombudsman 31/03/2023
- x) VHPFF Re: Bowling Pavilion Plaque 31/03/2023
- y) GOODIER, Julie Planning Lists Week 2313 03/04/2023
- z) Resident - RE GOOSTREY POST OFFICE AND 319 BUS 03/04/2023
- aa) Resident Re: POV Finance meeting 03/04/2023
- bb) Stephanie Astbury Hedges 04/04/2023
- cc) Resident GosPA: two further issues 04/04/2023
- dd) WILCOX, Taff 23/00154E 05/04/2023
- ee) CHESHIRE EAST COUNCIL - FINANCIAL CONTRIBUTIONS (COMMUTED SUMS) 05/04/2023
- ff) Rose Festival Goostrey Rose Festival Programme - Village Hall 05/04/2023
- gg) planning@cheshireeast.gov.uk 23/1322C 128, MAIN ROAD, GOOSTREY, CREWE 11/04
- hh) Resident Re: Coronation Wall Hanging Project Tue 11/04
- ii) THOMPSON, Alex RE: Goostrey Parish Council Village Hall Recharge Tue 11/04**
- jj) scoop2001@aol.com From John Williams Tue 11/04

kk) Resident Fwd: A535 Jodrell Bank stretch Wed 12/04
ll) Complaints Team Case (ref: 19541281) Wed 12/04
mm) Resident Rewilding Wed 12/04 11 KB
nn) Cheshire East Highways - Traffic Management Area Highway Group Report Thu 13/04
oo) GOODIER, Julie Planning Lists Week 2314 Thu 13/04

Item 9 Highways and Speedwatch

GOOSTREY PARISH COUNCIL SPEEDWATCH REPORT -April 2023 Meeting

Essential training of the new team of volunteers team by the PCSO is currently being planned. Lack of availability of PCSO is causing delay. PCSO availability is being hindered by changes in police personnel as reported to Mach PC meeting.

Current Position

DATE & TIME	LOCATION	LOW SPEED MPH	TOP SPEED MPH	NUMBER OF VEHICLES LOGGED	TOTAL NUMBER OF VEHICLES PASSING
Lack of Volunteer resources has resulted in no further sessions since last reported session on 05/01/2022					

Speedwatch Activity Summary GPC Current Year To-date

No Speedwatch sessions have been held in the current year due to lack of volunteers.

For the previous year, Speedwatch sessions resumed on 26th July 2021 having been suspended on 4th November 2020 due Covid 19 issues. Thirty sessions were held. A total of 6505 vehicles were monitored with 162 vehicles logged at 35mph and above. The maximum speed monitored was 43 mph.

SID data continues to demonstrate that speeding is on the increase and it is increasingly important to obtain more PCSO Trucam sessions and to continue to promote the possibility of installation of Average Speed Cameras.

TR 01/04/2023

Main Road Shearbrook SID Summary Data

Month	Total Number of Vehicles	% Travelling at over 35MPH	Highest Speed and time	Comments
March 2022	37,361	21.1	62mph 19.00	
April 2022	34,902	25.0	65.8 mph 08.00	
May 2022	36,845	24.6	67.3 mph 18.00	
June 2022	36,257	24.1	65.4 mph 05.00	
July 2022	35,813	25.0	61.7 mph 1800	
August 2022	27,321	22.0	59.6 mph 18.00	
September 2022	33,858	22.5	70.9 mph 22.00	
October 2022	35,113	21.8	63.4 mph 09.00	
November 2022	34,708	19.5	62.3 mph 09.00	
December 2022	32,614	16.0	68.0 mph 10.00	
January 2023 (1-23 only)	23,700 (equates to 32,000 for whole month)	16.1	63.3mph 18.00	
February 2023	32,131	19.0	63.5 mph 12.00	
March 2023	35,558	22.1	56.1 mph 13.00	Highest previous Speed 88.3mph 02.00 January 2021

Note for March 2023 data – Total number of vehicles is about average at 35,558 vehicles. Approximately 7,400 were travelling at 35 mph and above in the month which gives an average of 238 vehicles per day. Peak hourly rates for vehicles travelling at over 35mph occurred at 08.00 and 17.00.

TR 01/04/2023



Goostrey Parish Council

The Village Hall
 Goostrey
 Cheshire
 CW4 8PE
 01477 535825

Email: clerk@goostreyparishcouncil.gov.uk
 Telephone: 01477 535825

Grant Application Form

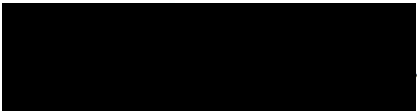
Please complete the form and submit to the Clerk of the Council at the above address. If you require assistance with the form, please contact the Clerk or a Councillor to discuss your application.

Applications for Grants require the organisation to submit a copy of the organisations financial statement for the last 12 months.

Where appropriate grant applicants must have a "Safeguarding Policy" in place.

Organisation Name: (If you are an individual applying on behalf of a group/organisation please include a letter of support from the group/organisation)	GOOSTREY PARISH ARCHIVE
Contact Name:	ROGER BURGESS
Position in the Organisation:	CHAIR
E-Mail Address:	[REDACTED]
Telephone Number:	[REDACTED]
Address:	[REDACTED]
Amount requested:	Contribution to total cost of project: £6000
Bank Details or Payee Name for Cheque (our preferred method of payment is direct bank transfer)	Account Name: [REDACTED] Account Number: [REDACTED] Sort Code: [REDACTED] Or Payee Name: [REDACTED]

Type of Organisation:	Sub-group of the Parish Council.
Aims / objectives of the organisation/ attach a copy of the constitution (as a separate document if necessary)	To collect documents, photographs, artefacts and stories about Goostrey Parish.
Membership - estimate numbers and area members are drawn from	Seven active members. Goostrey and environs.
Is membership restricted by any means	No.
What age group will benefit from the funding	All ages.
How will the grant be used?	To pay Oxford Dendrology for ascertaining the ages of the listed buildings in Goostrey.
How will the funding benefit the Goostrey community?	Add to the historical knowledge of the village
How do you plan to seek funding from other sources?	We are submitting an application to the National Lottery.
Have you submitted copies of quotations if necessary? (please attach these to the form)	No.
Have you submitted a copy of the organisations financial statement? (please attach this to the form)	Yes

Signed: 

Date: 22/02/2023

Print Name: DR ROGER BURGESS

December 13th 2022

Treasurer's Report

Owing to a delay in setting up the change of treasurer and signatories with Barclays and the Covid pandemic, we were unable to make any payments for almost two years. This was corrected in June of this year with payments made to members of GoSPA as detailed in the accounts below.

Most of the 'assets' purchased on behalf of the Archive will be of use for future displays and exhibitions, and are being stored in the cabinets and under stage area at the school.

Two donations were received in the year – one of £750 from Goostrey Parish Council for our Queen's Jubilee display at The Village Hall, which included a number of large-scale photographs displayed on easels and also large format printed photographs from our digital collection. The other donation of £150 was received from the organisers of Goosfest for our display of images, documents and farming machinery at The Crown Inn in October. Both were extremely successful events in terms of visitor numbers and feedback received.

This income has helped to achieve a healthy closing balance of £1,449.06, although it should be noted that circa £700 of the balance should be retained for the purpose of purchasing a new display case, otherwise the 2021 GPC donation of £357 may need to be returned.

GoSPA should continue to seek donations and / or sponsorship from organisations, businesses and individuals so that we can continue to build the collection and display materials.

If agreed, a significant cost over the next two years will be in setting up a website where the Archive can display images, recordings, documents etc. for viewing by the general public. This will require separate funding from the council, sponsors, lottery or other sources.

Stewart Smallwood
Treasurer



Goostrey Parish Council

The Village Hall
 Goostrey
 Cheshire
 CW4 8PE
 01477 535825

Email: clerk@goostreyparishcouncil.gov.uk
 Telephone: 01477 535825

Grant Application Form

Please complete the form and submit to the Clerk of the Council at the above address. If you require assistance with the form, please contact the Clerk or a Councillor to discuss your application.

Applications for Grants require the organisation to submit a copy of the organisations financial statement for the last 12 months.

Where appropriate grant applicants must have a "Safeguarding Policy" in place.

Organisation Name: (If you are an individual applying on behalf of a group/organisation please include a letter of support from the group/organisation)	GOOSTREY OPEN GARDENS 2023
Contact Name:	CLARE DOWNING
Position in the Organisation:	ORGANISER
E-Mail Address:	[REDACTED]
Telephone Number:	[REDACTED]
Address:	[REDACTED]
Amount requested:	£544.80 inc VAT
Bank Details or Payee Name for Cheque (our preferred method of payment is direct bank transfer) Printers - Spiral Macclesfield	Account Name: [REDACTED] Account Number: [REDACTED] Sort Code: [REDACTED] Or Payee Name:

Type of Organisation:	We are a voluntary organisation with the aim of staging an event showcasing 15 open gardens around the village in aid of E. Cheshire hospice and other charities.
Aims / objectives of the organisation/ attach a copy of the constitution (as a separate document if necessary)	To raise funds for ECH. To provide an afternoon of entertainment for Goostrey residents and keen gardeners beyond.
Membership - estimate numbers and area members are drawn from	We sold over 600 tickets in 2022. Most visitors were local but a minority visited from all over England & Wales.
Is membership restricted by any means	No.
What age group will benefit from the funding	All ages. The event however appeals more to the 50+ demographic
How will the grant be used?	To publicise the event with 5 banners placed around the village, leaflets to local groups & businesses, in addition to posters for notice boards.
How will the funding benefit the Goostrey community?	In 2022, the event had a very positive effect on the village including the local businesses who all saw an uplift on their usual Sunday turnover. Visitors remarked on the friendly community & a great place to live.
How do you plan to seek funding from other sources?	All other promotional costs i.e. tickets, brochure, signage, social media will be funded by the East Cheshire Hospice.
Have you submitted copies of quotations if necessary? (please attach these to the form)	Yes - attached
Have you submitted a copy of the organisations financial statement? (please attach this to the form)	No - we don't have one. Attached is a breakdown of funds raised in 2022.

Date: 16 March 2023

Print Name: CLARE DOWNING

ECH Breakdown

A breakdown of the individual garden details below:
(Not all the buckets had names on when they came in)

Garden Num	Address	Amount Raised
1	Hornbeam House, New Platt Lane, Goostrey, CW4 8NJ	£713.10
2	12 New Platt Lane, CW4 8NJ	£66.32
3	The Hollies, 3 Main Road, Goostrey, CW4 8WH	?
4	10 Sandy Lane, Goostrey, CW4 8NT	£34.90
5	Hollins Farm, Twemlow Lane, Cranage, CW4 8GE	£535.70
6	Meadow Bank Barn, Mill Lane CW4 8PW	£324.50
7	24 Mill Lane, Goostrey, CW4 8PN	£1,000.00
8	4 Mill Lane, Goostrey, CW4 8PN	£21.47
9	The Old Shop, 216 Main Rd Goostrey, CW4 8PE	£14.20
10	24 Brooklands, Goostrey, CW4 8JB	£13.00
11	2 Brooklands, Goostrey, CW4 8JB	£35.80
12	21B Station Road, Goostrey, CW4 8PJ	£104.45
13	57 Station Road, Goostrey, CW4 8PJ	£34.65
14	Old Medicine House, Blackden Firs, Blackden, CW4 8BY	?
	Collection box B755	£3.05
	Unknown Garden	£120.00
	Unknown Garden	£15.01
	Unknown Garden	£6.20
	All Gardens	£3,042.35
	Ticket Sales	£5,529.50
	ECH Stall	£173.00
	Matched Funding	£997.50
	TOTAL	£9,742.35

ECH £9742.35

Scouts Jamboree £297

Remembering Nell Foundation £335.32

Blackden Trust £75.00

Grand Total £10,449.67



Estimate No: 73695

Date: 16/03/2023

Clare Downing
Goostrey Parish Council
The Village Hall
Main Road
Goostrey
Cheshire
CW4 7PE

Title: Goostrey Gardens Materials - Quote 2

Dear Clare

Thank you for your enquiry. We have pleasure in submitting the following estimate for your approval.

Description: A4 Posters
Origination Customer to supply print ready artwork
Proof PDF proof supplied.
Colour Four colour process to one side
Size: A4
Materials: 170gsm Silk
Finishing: Trim to size
Delivery: TBC
Quantity: **Price**
100 £39.00

Description: DL 4pp Leaflet
Origination Customer to supply print ready artwork
Proof PDF proof supplied.
Colour Four colour process
Size: Finished size - 210 x 99mm
Materials: 170gsm silk
Finishing: Cut & fold, pack suitably
Delivery: TBC
Quantity: **Price**
1,000 £197.00



Description: PVC Banners x 5 in total
Origination: Customer to supply print ready artwork
Proofs: PDF proof supplied.
Colour: CMYK one side only.
Size: 1 x 2750 x 850 A50 Corner
1 x 2600 x 820 George and Dragon
3 x 2000 x 800 Village opp Crown/ opp A537/ Bidlea Dairy
Materials: 440gsm PVC Banner Material.
Finishing: Trim to size, hem and eyelet. Supply with Cable Ties
Delivery: TBC

Quantity:	Price
1	£218.00

I trust this is of interest to you but should you require any further product information, samples or would simply like to discuss this further please do not hesitate to contact me.

NON ACCOUNT CUSTOMERS ARE ON A PRO FORMA BASIS AND MUST MAKE PAYMENT PRIOR TO ANY WORK BEING CARRIED OUT.

I look forward to hearing from you soon.

Best regards,

Lucy Carpenter

**** Please be advised that in the current climate, quotes are valid for a maximum of 10 days from date quoted ****

VAT at the standard rate of 20% will be added where applicable

Goostrey Parish Archive
 Bank: Current Account
 From 07/08/2021 to 08/12/2022

Date	Reference	Details	Receipts	Payments	Balance
07/08/2021		Balance brought forward			£ 1,928.87
21/06/2022	CHQ 100013	Easels & Photos for Jubilee Display		£ 256.97	£ 1,671.90
21/06/2022	CHQ 100014	Stationery & Table Rent for Rose Day		£ 39.96	£ 1,631.94
22/06/2022	CHQ 100015	Foamex Signs for Jubilee Display		£ 215.91	£ 1,416.03
22/06/2022	CHQ 100016	Various - see breakdown		£ 621.41	£ 794.62
22/06/2022	CHQ 100017	Transfer 'Goostrey Remembered' Series to Digital		£ 89.98	£ 704.64
19/08/2022	SLA G. PARISH COUN	Goostrey Parish Council - Donation for Jubilee Display	£ 750.00		£ 1,454.64
04/10/2022	CHQ 100018	Security Tape for Goosfest Farming Display		£ 10.47	£ 1,444.17
04/10/2022	CHQ 100019	Large Scale Photos for Goosfest Display		£ 145.11	£ 1,299.06
18/11/2022	GOOSFEST	GOOSFEST - Donation for Display at Crown Inn - Goosfest	£ 150.00		£ 1,449.06
08/12/2022 CLOSING BALANCE					£ 1,449.06
TOTAL RECEIPTS			£ 900.00		
TOTAL PAYMENTS				£ 1,379.81	

DETAILS OF CHEQUE PAYMENTS					
Cheque Number	Description	Supplier	Cost	TOTAL	
CHQ 100013	5 White Display Easels for Jubilee Display	Hobbycraft	£ 80.00		
	1 White Display Easel for Jubilee Display	Hobbycraft	£ 16.00		
	Delivery	Hobbycraft	£ 3.95		
	8 Large Format Boarded Photos for Jubilee Display	Helloprint	£ 126.15		
	1 Large Format Boarded Photosfor Jubilee Display	Helloprint	£ 21.88		
	Delivery	Helloprint	£ 3.59		
	Delivery of Foamex Signs for Jubilee Display	Vistaprint	£ 5.40		
					£ 256.97
CHQ 100014	Coloured Labels	WH Smith	£ 5.00		
	Velcro Stickers	Ryman	£ 14.96		
	Goostrey Rose Day Table Rent - Craft Tent	Goostrey Rose Day	£ 20.00		
					£ 39.96
CHQ 100015	9 Foamex Signs for Jubilee Display	Vistaprint	£ 215.91		
					£ 215.91
CHQ 100016	50 ea 12x8 Photo Prints	Costco	£ 49.50		
	75 ea 12x8 Photo Prints	Costco	£ 74.25		
	Delivery	Costco	£ 2.40		
	TV Stand for Displays	CT Global (UK) Ltd	£ 66.89		
	60xA3 and 120xA4 Laminating Pouches	Houseware Ltd	£ 35.90		
	100 x A3 Laminating Pouches	Amazon	£ 28.27		
	3 packs Archive Grade punched wallets	Clariss Housewares	£ 20.97		
	Archive Grade Plastic A4 Wallets	Amazon	£ 18.40		
	Print Cartridges for Display Photos / Documents	Amazon	£ 78.86		
	Self adhesive labels for Archive Boxes	Office Specialities	£ 23.75		
	Large Hard Back Visitors Book	Herbys Limited	£ 8.92		
	Seven Books on The History of Cheshire	Ashley Waller	£ 6.18		
	Framed 1577 Saxtons Map of Cheshire	Ashley Waller	£ 24.00		
	Book-History of Sandbach & District, Massey	Ebay	£ 11.99		
	Racecard for Goostrey Races 1933	Ebay	£ 5.20		
	Book - Memories of Bikes & Baking. Bates's Café	Ebay	£ 6.50		
	Old Postcard of Twemlow Green c1960	Ebay	£ 2.88		
	Four Postcards of Goostrey - various scenes	Ebay	£ 2.00		
	Postcard of St Lukes Church c1930	Ebay	£ 9.50		
	Postcard from USA to Goostrey relating toSW radio transmissions	Ebay	£ 8.00		
	Matchbox from The Crown Inn Goostrey c1965	Ebay	£ 2.71		
	Half pint milk bottle "Springwood Dairy, H Blake, Goostrey	Ebay	£ 13.89		
	Photograph of Goostrey Station 1988	Ebay	£ 4.60		
	Ditto 1930's	Ebay	£ 5.00		
	Ditto 1987	Ebay	£ 3.90		
	Cardboard Railway Ticket "Seaview Destination" 1975	Ebay	£ 3.00		
	1964 Silver Trophy Goostrey Chrysanthemum Society	Ebay	£ 24.99		
	Ditto 1964	Ebay	£ 29.99		
	Ditto 1961	Ebay	£ 20.99		
	Book "A discussion on The Jodrell Bank Radio Telescope" MF Palmer 1950's	Ebay	£ 14.99		
	1852 Book "Henry Newcome"	Ebay	£ 12.99		
CHQ 100017	Transfer 'Goostrey Remembered' Series to Digital	Each Moment	£ 89.98		
					£ 89.98
CHQ 100018	Security Tape for Goosfest Farming Display	Screwfix	£ 10.47		
					£ 10.47
CHQ 100019	Large Scale Photos for Goosfest Display	Vistaprint	£ 83.77		
	Large Scale Photos for Goosfest Display	Vistaprint	£ 61.34		
					£ 145.11
TOTAL PAYMENTS					£ 1,379.81

Item 12 Boothbed Lane Play Area Working Group Update

BOOTHBED LANE PLAY AREA DEVELOPMENT

REPORT FROM CLLR PAUL MORGAN TO GPC

April 25th 2023

1. INTRODUCTION

As Members will be aware, Goostrey was awarded section 106 monies of just under £40k for the purposes of developing further formal and informal play in the village. The money arose from the development on Blackberry Gardens. In 2020 the money was released and needs to be spent by August 2025.

Prior to the release of the money a lot of work was undertaken by a local volunteer to gather understanding of community aspirations. An initial working group has been formed to start to drive the project forward.

Although the funding is not specifically earmarked for the Boothbed Lane Play Area it is, in reality, the only area in the village that can readily benefit from the investment.

This report provides feeds back to the parish Council the outcome of a recent working group meeting and other research. It also requests a decision from the PC on the management of the s106 funds.

2. DECISION REQUESTED

GPC is requested to:

1. Note the progress of the Boothbed Lane Play Area Working Group and provide any suggestions or advice; and
2. Agree to pursue entering into a Memorandum of Understanding with CEC as regards the management of the s106 monies.

If and when the MoU is agreed in principle it will return to GPC for formal agreement.

3. PROGRESS TO DATE

As mentioned above a lot of work has been undertaken to identify the aspirations of potential facility users. This has been recently bolstered by GPC's own survey which identified that a quarter of respondents were happy with things are they are. However, 75% were very keen to see the money spent on developing the site.

A working group has been set up comprising:

- Cllr Morgan;
- The local resident involved from the outset of the s106 process;
- A local resident involved in a very similar development in Tattenhall who now lives in Goostrey; and
- Cllr Kolker.

The group met recently following the GPC's survey to really start to push some flesh on the project. The notes from that meeting are attached at Appendix 1. The key outcomes from the meeting were:

- The need to obtain further information from ANSA on how the project can develop;
- To recruit volunteers to the working group (especially someone with a legal background);
- Instigate the process with CEC on agreeing a Memorandum of Understanding as regards the management of the s106 funds.

As a result of discussions by the working group it is clear that we do not possess some key information from the community that will be needed to inform any external funding applications – such information includes demographics of potential users, inclusivity and geography. To that end a further survey will be required. It is recognised that this is unfortunate given the recent GPC survey. However, the circulation of this survey will provide the full reasons for it and its enhanced purpose. A survey has been drafted and distribution methods are still being considered.

4. INITIAL THOUGHTS ON THE PROJECT

As mentioned above one member of the current working group was a volunteer on a similar project to develop a play area in Tattenhall (project value c£125k). That project had around a similar amount of s106 funding and successfully obtained support from landfill tax credits with the support of the local PC.

At a high level, a number of volunteers were recruited – the key attributes were commitment and enthusiasm (although someone with a legal background provide invaluable knowledge). A process of developing mood boards of ideas was followed developing a number of projects in differing value ranges. The timescale from instigation to completion was less than 18 months.

A similar approach is likely to be followed with a major source of potential funding being WREN, the waste company FCC's community funding body (although there may be some significant hurdles around this).

The indicative timeline aims for completion by September 2024.

5. MANAGING THE SECTION 106 FUNDING

In speaking to ANSA there are two ways to manage the s106 funds and these are summarised in the figure below.

There are clear advantages and disadvantages relating to either approach as you would expect.

Money must be spent by August 2025 - c£20k formal play, c£20k informal play

If ANSA lead

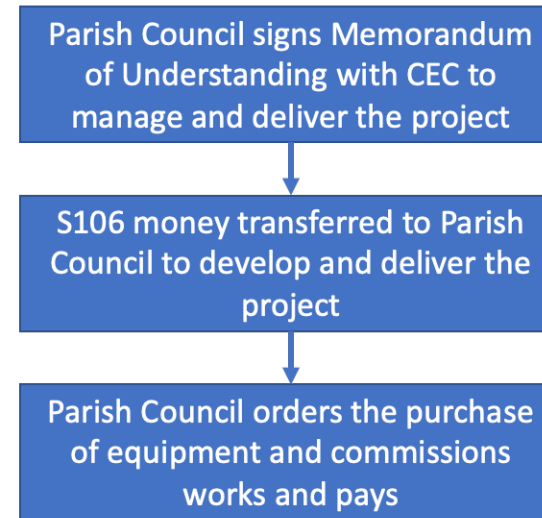


Have to demonstrate community involvement so still a need for a local group

Can take a long time to get approval

- The admin process seems potentially more time consuming
- Would need to see a scheme worked up quickly to ensure delays do not kill the project
- May be more desirable to have ANSA managing the financial side
- Procurement of equipment may be quicker as ANSA has a preferred supplier list

If the community leads



- Can start the MoU admin process 'now' – not reliant on having a project designed
- Gives the community more control over the direction
- Purchases of goods and services will be subject to Parish Council's procurement rules
- Parish Council will want good governance controls in place

On considering the options the working recommends the approach whereby GPC manages the expenditure removing the risk of any delays as a result of capacity issues within CEC to approve expenditure. It is appreciated that this puts some responsibilities onto GPC but not ones that are particularly material. This approach also provides maximum flexibility and supports the Governance framework discussed and agreed with the Working Group (see Appendix 2 the report attached at Appendix 1 to this report).

It is therefore requested that the motion stated in section 2 above is adopted by GPC. This does not tie GPC into agreeing any final MoU (the MoU process can start 'now' as it is not reliant on having any plans agreed) but allows the process to agreeing it to commence. The final agreement will return to GPC in due course.

6. CONCLUDING REMARKS

It is clear that the community is in favour of using the s106 money on developing and improving the Boothbed Lane Play Area. A working group with GPC representation has been set up and a Governance process with GPC agreed.

If Goostrey is to be the master of its own destiny as regards the project it is more than desirable that we have control over the funding and aren't at the mercy of CEC.

Progress of the working group will be reported to the Amenities Committee where possible and to GPC is meeting frequencies are unaligned with key project decision points.

7. PROPOSED MOTION IN SUPPORT OF THE PROJECT

The following motion is proposed:

GPC develops a Memorandum of Understanding with Cheshire East Council on on the management of the s106 monies allocated to Goostrey for informal and formal play. The MoU will return to GPC for final agreement.

APPENDIX 1 NOTES FROM BBLPAWG meeting of 23rd March 2023

[DRAFT] BOOTHBED LANE PLAY AREA WORKING GROUP

MEETING NOTES – 23rd MARCH 2023 VILLAGE HALL COMMITTEE ROOM

IN ATTENDANCE: [REDACTED] (JP), [REDACTED] (DJ), Paul Morgan (PM)
 APOLOGIES: Cllr Andrew Kolker

<u>Item</u>	<u>Notes</u>	<u>Actions</u>
1. General Updates	JP and DJ had met to discuss further information needs – covered in item 3 below.	
2. s106 process discussion	<p>PM summarised what he understood to be the two options of accessing the s106 funding (as illustrated in Appendix 1 attached).</p> <p>JP summarised how the funding was accessed and how the overall process worked in Tattenhall. That group worked closely with CW&C in understanding possible costs and may have paid CW&C for some consultancy assistance. JP to provide a headline summary of the Tattenhall process.</p> <p>The group agreed that the second option (GPC entering into a MoU with CEC) would provide the maximum flexibility. The process could also start before a full set of plans were drawn up saving significant time later. It was agreed that GPC would need to agree this. PM agreed to take a report to the April GPC meeting to gain approval. PM to share report with the group before submission.</p> <p>PM agreed to have a further conversation with the Parks Commercial Manager at ANSA to gain further information.</p>	<p>JP</p> <p>PM</p> <p>PM</p>
3. GPC survey results	<p>PM outlined the findings from the GPC survey and there was broad agreement that it added to the knowledge base and gave ideas to focus further surveys.</p> <p>JP and DJ had met to discuss a more detailed and targeted survey that would gather the required information for external funding applications (e.g. to WREN – the waste company FCC’s environmental body for distributing community funding) as what has been collected so far is unlikely to satisfy funders.</p> <p>It was agreed to delay launching the survey until PM had been to GPC in April 2023 and methods of distribution were discussed.</p> <p>In response to several queries PM agreed to enquire as to the option of acquiring a piece of the field next to the Scout Hut</p>	<p>PM</p>
4. GPC feedback	GPC’s project governance paper was accepted (Appendix 2). The need for the project to be seen to	

	be a community project delivered by the community was clear and outcomes were mutually beneficial.	
5. Recruiting members	<p>It was agreed that DJ's list of possible volunteers and that gathered by the GPC need to be merged and cross-referenced and held by one person. PM agreed to do this and hold the list. Once that had been done an email would be circulated.</p> <p>It was considered that someone with a legal background would be vital but otherwise volunteers needed commitment and enthusiasm.</p>	PM
6. Funding approach and project target	<p>Funding sources were discussed (WREN (ANSA reported good success in recent times with play area applications), CEC's parks development fund, Sibelco etc.) and JP highlighted one particular issue with the Tattenhall project – the PC had to enter into a lease with CW&C for the play area in order to obtain WREN funding. JP to see if she has further information and PM to enquire of ANSA.</p> <p>It was suggested that perhaps three schemes were worked to identify what could be delivered with differing levels of funding once volunteers had been recruited.</p>	JP & PM
7. Project timeline	See Appendix 3 for an indicative project timeline.	
8. Next steps	See actions in the notes	
9. AOB	None received.	

SUMMARY OF ACTIONS

PM

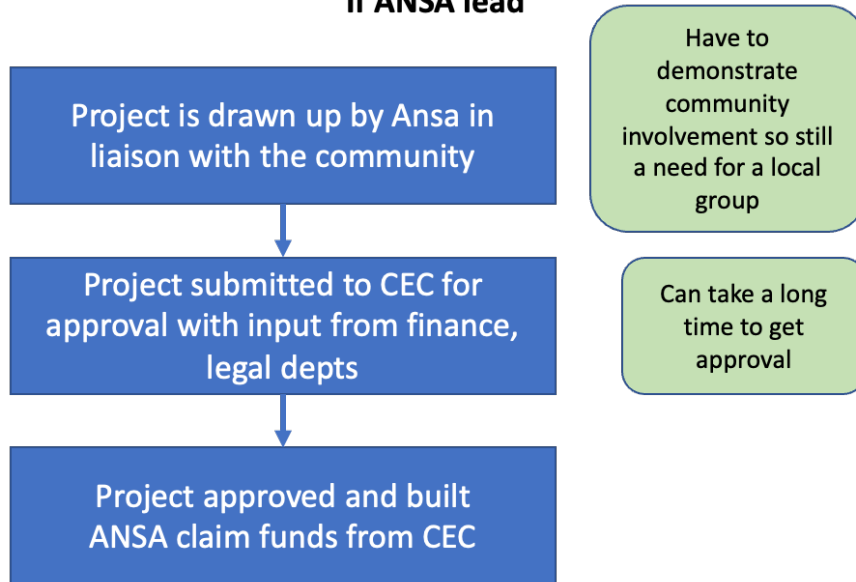
- Report to GPC and gain approval to enter into a MoU with CEC over control of the s106 funding
- Liaise with ANSA's Parks Commercial Manager
- Enquire re land next to Scout Hut
- Collate volunteer list and get in touch

JP

- Provide a high level summary of Tattenhall project including lease issue

Money must be spent by August 2025 - c£20k formal play, c£20k informal play

If ANSA lead



- The admin process seems potentially more time consuming
- Would need to see a scheme worked up quickly to ensure delays do not kill the project
- May be more desirable to have ANSA managing the financial side
- Procurement of equipment may be quicker as ANSA has a preferred supplier list



- Can start the MoU admin process 'now' – not reliant on having a project designed
- Gives the community more control over the direction
- Purchases of goods and services will be subject to Parish Council's procurement rules
- Parish Council will want good governance controls in place

APPENDIX 2 GPC Governance process

BOOTHBED LANE PLAY AREA

INTERFACE BETWEEN THE PROJECT GROUP AND GOOSTREY PARISH COUNCIL

Goostrey Parish has been allocated just under £40k in s106 funding as a result of the Blackberry Gardens development. This sum was effectively released on 8th August 2020 and needs to be spent within 5 years from that date. The sum is split in half with around £20k to be spent on formal play and £20k on informal play.

The only area that is currently considered to be used for both informal and formal play in Goostrey is the Boothbed Lane Play Area (BBLPA) so that is the focus of work to develop a scheme to spend the s106 money.

GPC sees the improvement of the BBLA area very much as a community project to be delivered by and for the residents of Goostrey – not designed, developed and delivered by GPC. However, as the local parish council, GPC does want to ensure the project is informed by residents, meets local needs, delivered professionally and on time (the s106 money has to be spent by August 2025).

Volunteers have already started to identify possible improvements on the site and a small working group has met comprised of two members of the public, a local borough councillor and parish councillor. Goostrey Parish Council (GPC) has undertaken a public consultation exercise to add to existing public feedback on what might be wanted at the BBLPA. Now comes the point to build the working group into a larger Project Group to develop and deliver the improvements.

To assist in the delivery of the project and to provide assistance as well as the benefits of a formally constituted body GPC has to be a key part of project delivery. For example, using GPC for the purchase of equipment, services and supplies may have VAT and/or 'trade' benefits; external funding applications may require evidence of the formality of governance arrangements that GPC can provide.

To that end, to provide the necessary oversight GPC requests that the Project Group provides:

- A monthly progress report is presented to either the main GPC meeting or the Amenities Committee; and
- That key decisions as identified in the Project Plan (for example, finalisation of design, applications for external funding etc.) are presented to and approved to the GPC.

It is not intended that the project is flexible and the project group is not tied up in onerous detail so that it can perform. The Parish Council's Amenities Committee is the favoured reporting route into GPC but if its meetings do not align with the required reporting or decision request then the main GPC meeting will be used instead.

However, if at 31st January 2025 GPC has concerns that the investment proposed by the group will not be completed by the August 8th 2025 deadline then GPC may revert to the plan to construct the track to ensure that the overall investment opportunity is achieved.

APPENDIX 3 INDICATIVE TIMELINE

YEAR	QUARTER	MONTH	ACTIONS	
2023	Q2	April	<ul style="list-style-type: none"> • Recruit members • Develop and distribute final survey and analyse results • Start funding review • Start GPC/CEC MoU process 	
		May		
		June		
	Q3	July	[WREN funding window] <ul style="list-style-type: none"> • Develop ideas and mood boards • Develop designs • Select equipment 	
		August		
		September		
	Q4	October	WREN application (bit could be sooner)	
		November		
		December		
	2024	Q1	January	
February				
March				
Q2		April	Work on the ground	
		May		
		June		
Q3		July		
		August		
		September		
Q4		October		
		November		
		December		
2025	Q1	January		
		February		
		March		
	Q2	April		
		May		
		June		
	Q3	July		
		August	DEADLINE	
		September		

Item 14 Kofax Power Advanced PDF Software

Goostrey Parish Council doesn't currently own PDF software which is used to create documents that everyone can read no matter what type of versions of software they own and are accessible to all.

PDF software is used by the Clerk to create document packs for meetings, edit PDF documents and convert documents into a format which can be used on the website. The Clerk has installed a trial version of a product called Kofax which is the latest version of a product called Nuance which the Clerk has used previously.

An individual Kofax Power PDF 5 Advanced can be purchased for a one-off fee of £131 (excl. VAT). This version of the software includes all the functionality and features of the original Nuance product, including the ability to redact sensitive information from documents.