



Goostrey Parish Council

The Village Hall

Goostrey

Cheshire

CW4 8PE

01477 535825

E-Mail: clerk@goostreyparishcouncil.gov.uk

18th October 2023

DOCUMENT PACK FOR GOOSTREY PARISH COUNCIL MEETING 24TH OCTOBER 2023

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 26th September 2023 and all the decisions therein. View minutes here [Draft Minutes Goostrey Parish Council Meeting 26th September 2023.](#)

Motion: The Parish Council resolves to accept the minutes of the Parish Council meeting held on 26th September 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 20th September 2023. View minutes here [Draft Planning Committee Minutes 20th September 2023.](#)

Motion: The Parish Council resolves to accept the minutes of the Planning Committee meeting of 20th September 2023 and all the decisions therein.

- b)** Finance Committee Minutes 3rd October 2023. [Draft Finance Committee Minutes 3rd October 2023.](#)
 - **Resolved:** The Finance Committee recommends that the Parish Council agrees to pay the remaining £2,767.01 of the 2018/2019 recharge on presentation of an invoice from Cheshire East Council.
 - **Resolved:** The Finance Committee recommends that the Parish Council agrees that the figure of £646.76 for the 2020/2021 recharge will be paid on presentation of an invoice from Cheshire East Council.
 - **Resolved:** The Finance Committee recommends that the Parish Council requests that Cheshire East Council raise an invoice to include the 2018/2019, 2019/2020 and 2020/2021 recharges.
 - **Resolved:** The Finance Committee recommends that the Parish Council reduces the reserves for the 2018/2019, 2019/2020 and 2020/2021 recharges to the figures quoted by Cheshire East Council. Any surplus should be transferred to support the recharge deficits in years 2018/2019 (1p) and 2022/2023 (3,639.39), the remainder to be transferred to the General Fund.

Motion: The Parish Council resolves to accept the minutes of the Finance Committee meeting of 3rd October 2023 and all the decisions therein.

- c) The Village Hall Management Committee Budget Meeting took place on 10th October 2023. The minutes have been written and the recommendations will be considered by the Finance Committee on 7th November.

6. Planning Matters:

- a) To receive and consider the following planning applications:

[23/3573C](#) Blackden Hall, Blackden Firs, Goostrey, CW4 8BY. Installation of solar photovoltaic panels on land at Blackden Hall, comprising 3 rows of 12 solar panels generating 15kw of power output. Comments deadline 27th October 2023.

[23/3785C](#) 18 Bank View, Goostrey, CW4 8PB. Two storey side extension. Comments deadline 1st November 2023.

- b) To receive an update on planning matters: Enforcement Request 23/00154E Holly Bank Farm

7. Financial Payments: To approve payments in Schedule 10/23. **Includes:** Salaries & expenses. See page 3.

Motion: The Parish Council approves the payments listed on Schedule 10/23.

8. Clerk's Report: Including actions from the last meeting and correspondence. **Page 4.**

9. Highways & Speedwatch:

- a) **Speedwatch Report** – To receive the Speedwatch Report.

- b) **SDU at Shearbrook, Main Road** – To receive an update on the repair of the device.

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

11. Financial Risk Assessment: To consider any changes to the risks listed, if any change in the management of risks should be made and the recommendations of the Finance Committee. **See full Risk Assessment on page 5.**

Motion: To approve the risk assessment for adoption by the Parish Council as part of the risk management policy.

12. Grant Application: To consider approval of a grant application from Goostrey Methodist Church for the continued provision of a Post Office Outreach Service in Goostrey. **See page 18.**

13. Car Park Review Consultation: To consider the consultation and agree a response.

Carparksreview2023@cheshireeast.gov.uk Deadline 1st November 2023.

14. Green Spaces Maintenance Review Consultation: To consider the consultation and agree a response. <https://surveys.cheshireeast.gov.uk/s/GreenSpacesConsultation/> Deadline 24th November 2023.

15. Christmas Lighting: To receive an update on the updated Christmas Lighting.

16. Autumn Issue of the Newsletter: To receive an update from the Clerk.

17. Minor items and items for the next agenda.

18. Date of Next Meeting – 28th November 2023

Close meeting

ENCLOSURES

ITEM 7 FINANCIAL PAYMENTS

Payment Schedule 10/23 Oct 2023

Payment Date	Payee	Money Out	Description	
05/10/2023	2 Staff Salaries	£2,133.43	Staff Salaries	Paid
05/10/2023	3 HMRC	£393.26	Tax and NI	Paid
05/10/2023	4 Nest	£183.04	Pension Payment	Paid by DD
13/10/2023	5 Vodafone	£19.20	Mobile Phone Contract	Paid by DD
16/10/2023	6 Natwest	£24.05	Bankline Charges	Paid
18/10/2023	7 ICO	£35.00	Data Protection Annual Fee	Paid by DD
19/10/2023	8 Plusnet	£39.20	Telephone and Broadband	Paid by DD
26/10/2023	9 PKF Littlejohn	£378.00	External Audit Fee	
26/10/2023	10 Parish Online	£117.00	Digital Mapping Annual Fee	
26/10/2023	11 Lightech	£3,504.00	Christmas Lighting	
26/10/2023	12 Hallmaster	£238.80	Venue Booking and Invoicing Licence	
26/10/2023	13 Cartridge Save	£159.32	Printer Ink	
26/10/2023	14 F.Davies & Son Ltd	£88.98	PAT Testing	
26/10/2023	15 Northwich Town Council	£870.00	Village Maintenance/Grass Cutting	
26/10/2023	16 SLCC	£35.00	Cheshire Branch Conference	
26/10/2023	17 Caxton	£1,000.00	Pre-Paid Card Load	
26/10/2023	18 S. K. Gregory	£85.00	Table Decorations Christmas Lunch	
26/10/2023	19 Goostrey Scouts	£600.00	Support for the Christmas Switch On Event	
		£9,903.28	inc VAT	

Receipts at 17th Oct 2023

Village Hall income	£781.75
VAT	£643.91
Total Receipts	£1,425.66

Account Balances at 17th Oct 2023

Current Account	£72,846.48
Santander Capital Account	£78,875.96
NS&I General	£71,824.83
TOTAL	£223,547.27

Caxton Card Report 17th Octobr 2023

Transaction Date	Payee	Amount	Description
	Balance brought forward	£44.95	
29/09/2023	Festive Lights	£209.99	Christmas Lighting
04/10/2023	Sainsbury's	£40.00	Kettles for Village Hall
04/10/2023	Toolstation	£29.98	Padlock
10/10/2023	Amazon (Crown Supplies Ltd)	£39.98	Napkins for Seniors' Christmas Lunch
10/10/2023	Amazon (Rinkit Ltd)	£52.00	Water Carafes for Seniors' Christmas Lunch
	Total Spend	£371.95	
	Total Fees	£7.50	
	Total Spend inc Fees	£379.45	
	Card Load	£500.00	
	Card Balance at 16th Oct 2023	£165.50	

Item 8 Clerk's Report

Actions

- a) Cllr. Mooney has signed her Declaration of Acceptance of Office.
- b) Grant application information sent to Goostrey Methodist Church.
- c) Health and Safety information sent to Cllr. Hall.

Correspondence

- a) Emma Blackmore RE: Christmas Lighting 2023 15:07 176 KB
- b) Resident Fw: re diversion 14:40 10 KB
- c) SHUTTLEWORTH, Tom UPDATE: Cheshire East Green Spaces Maintenance Review 11:01
- d) GOODIER, Julie Planning Lists Week 2341 09:26 620 KB
- e) Pam Graham Surgeries Sat 14/10 14 KB
- f) Resident Re: GosPA exhibition Sat 14/10 5 KB
- g) Tina Cartlidge (Holmes Chapel Parish Council) Car Park Consultation Fri 13/10
- h) CEHStreetworks Cheshire East Highways - Traffic Management Area Highway Group
- i) John Elliott Re: Citron Hygiene Tue 10/10 376 KB
- j) Scout Group Re: Christmas Lights Switch on Mon 09/10 433 KB
- k) CARSON, Kyle FW: Statutory Consultation Documents - Parking review Mon 09/10
- l) RECORD OFFICER: Goostrey Parish Council Minutes Mon 09/10 109 KB
- m) Goostrey tots Re: Tots Visit 06/10/2023 15 KB
- n) CEHStreetworksCheshire East Highways - Traffic Management Area Highway Group Report
- o) Goostrey Village Hall Fwd: Use of Goostrey Village Hall as a Polling Station on 2nd May, 2024
- p) johnpottsltd.co.uk RE: John Potts Electrical - Website Enquiry
- q) Resident Re: Bus Stops 03/10/2023 11 KB
- r) Goostrey Primary Admin RE: EMG Light test 02/10/2023 27 KB
- s) Goostrey Primary Admin RE: The mystery that is our electricity central billing.
- t) Goostrey Village Hall RE: PAT Testing 02/10/2023 12 KB
- u) FixMyStreet New Cheshire East FixMyStreet updates on report: 'Opposite the boundary between Fairways and Netherfields, Hermitage Lane. The tree is in the boundary hedge between the field and highway verge.' 02/10/2023 98 KB
- v) CTS Systems Re: Church bank 02/10/2023 17 KB
- w) Resident Re: Bog Bean Xmas Lights 02/10/2023 17 KB
- x) GOODIER, Julie Planning Lists Week 2339 02/10/2023 570 KB
- y) John Dwyer - Police & Crime Commissioner for Cheshire Crime Down. More Officers.
- z) RECORD OFFICER: Goostrey Parish Council Minutes 28/09/2023 104 KB
- aa) FixMyStreet New Cheshire East FixMyStreet updates on report: 'Goostrey Lane approaching New Platt Lane' 27/09/2023 95 KB
- bb) Goostrey Guides Fwd: Goostrey Play Area 26/09/2023 8 KB
- cc) SHUTTLEWORTH, Tom UPDATE: Implementation of Garden Waste Recycling Service for CE
- dd) Police Crime Commissioner Annual Report 2022/23 25/09/2023 177 KB
- ee) PKF Littlejohn LLP CH0081 2022/23 AGAR Section 3 External Auditor Report
- ff) GOODIER, Julie Planning Lists Week 2338 25/09/2023 524 KB
- gg) Stephanie Astbury RE: Replacement Benches 22/09/2023 420 KB
- hh) Matthew Manders Goostrey parish Council CH0081 - review of AGAR Part 3 - follow up queries
- ii) CEHStreetworks Cheshire East Highways - Traffic Management Area Highway Group Report
Planning@cheshireeast.gov.uk 23/3573C BLACKDEN HALL, BLACKDEN FIRS,
GOOSTREY

Goostrey Parish Council

Risk Assessment

Reviewed and Updated October 2023

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	3	3	(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	3	3	All Councillors, Parish Clerk
	2. Standing Orders out of date.	1	3	3	(a) Ensure that Standing Orders are produced, understood by Councillors, and reviewed at least once per year.	None at this time.	1	3	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	(a) All purchases that need tendering to go through the Parish Clerk's Office & Parish Council (b) Ensure that all Councillors and Clerk are aware of regulations re estimates and full tender procedures. (c) Review purchasing and contract procedure rules. (d) Adequate controls validated by regular Internal Audit	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	(a) Ensure all payments are approved in Council meetings and recorded in minutes. (b) Carry out monthly bank reconciliation check as required by audit. (c) No cash payments, the council does not maintain any form of cash Financial Regulation.6.21. (c) Add report on variances >10% to qtly and annual report. (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. (d) All cheques must be signed by at least 2 Members plus Parish Clerk (e) Adequate controls validated by regular Internal Audit	None at this time.	1	3	3	Parish Clerk acting as Responsible Finance Officer Finance Committee
	6. Lack of control of signatories to cheques.	1	3	3	a) Keep authorised signatories to a minimum consistent with practicalities. (b) Signatories approved by Council	None at this time.	1	3	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 regulation by attending training courses as appropriate. (b) Seek expert knowledge where a new project or activity is undertaken to ensure compliance. (c) Adequate controls validated by regular Internal Audit (d) VAT return every quarter		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	1 2 2	a) Allocate Councillors to champion key areas of interest (b) Attend invited events that are likely to impact the Parish	None at this time	1 2 2	All Councillors, Parish Clerk

organisations to fulfil the requirements of the Parish population	organisations		(c) Provide adequate feedback to Council			
	2. Lack of effective lines of communication with parishioners	2 3 6	(a) Take every opportunity to publicise role of Parish Council. (b) Publish regular Parish Council newsletter (c) Effective use of notice boards and "fliers". (d) Use website to publicise Parish Council work (e) Use key issues to raise profile of Parish Council and to test parishioners' views. (f) Create of Parish Council annual plan and put to parishioners for comment. (g) Community Engagement Policy implemented. (h) Councillors copy Clerk on any significant individual resident or association/club matters (i) Submit regular articles to the Parish Magazine.	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	(a) Familiarisation with Standing Orders and Good Councillor Guide. (b) Councillors to be reminded annually of importance of these publications (b) Attend any training courses as appropriate.	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 (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 and 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. (d) Historic minute books correctly stored at County Archive.		2 4 8	Parish Clerk

	13. Not enough councillors elected following next or retained to maintain quorate council	2	3	6	(a) Advertise need for councillors in run up to elections All Councillors (b) Promote Council between elections so it is perceived as a valued body	None at this time	2	3	6	All councillors and Parish Clerk
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 requirement results from an adequate budgetary process; progress against the budget is regularly monitored; and reserves are appropriate	1. Lack of knowledge of and commitment to budgetary process and Council regulations.	1	4	4	(a) Include Financial Regulations alongside Standing Orders issued to all Councillors. (b) Parish Clerk acting as Responsible Finance Officer to advise during budgetary process.		1	4	4	Parish Clerk acting as 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	1. Lack of knowledge and/or	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

income is fully received.	commitment of possible sources 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	1	4	4	(a) Internal audit checks.	None at this time	1 4 4	Parish Clerk acting as Responsible Finance Officer

	with Council requirements.					
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	1. Lack of knowledge of assets of Parish Council.	1 2 2	(a) Ascertain and record all assets for which Parish Council is responsible. (b) Update at least annually	None at this time	1 2 2	Parish Clerk, Finance Committee
	2. Assets lost or misappropriated	1 2 2	(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.	None at this time	1 2 2	Parish Clerk, Finance Committee
	3. Inadequate or inaccurate valuation of the Council's assets	1 2 2	(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.	None at this time	1 2 2	Parish Clerk, Finance Committee
12. To comply with appropriate Government legislation and guidance regarding access, equality, safeguarding, data protection, FOI etc.	1. Lack of knowledge of and commitment to applicable legislation and guidance	2 4 8	(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		2 4 8	Amenities Committee, Parish Clerk, All Councillors

			(f) Amenities Committee to check external PC assets once per year (eg benches) (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 lone worker enters or leaves building	1 4 4	(a) Adequate external lighting (b) CCTV covering main entrance (c) Zero Tolerance Policy adopted	None at this time	1 4 4	VHMC
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.



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 Methodist Church
Contact Name:	Brian Walker
Position in the Organisation:	Senior Church Steward
E-Mail Address:	
Telephone Number:	
Address:	
Amount requested:	£1800 (to be paid over 3 years at £600 per annum in advance)
Bank Details or Payee Name for Cheque (our preferred method of payment is direct bank transfer)	Account Name: Goostrey Methodist Church Society Account Account Number: Sort Code: Or Payee Name:

Type of Organisation:	We are a Christian place of worship offering to "Host" a sub post-office in part of our premises to serve Goostrey village.
Aims / objectives of the organisation/ attach a copy of the constitution (as a separate document if necessary)	<p>The purposes of the methodist church are and shall be deemed to have been since the date of union the advancement of -</p> <p>(a) the Christian faith in accordance with the doctrinal standards and the discipline of the methodist church;</p> <p>(b) any charitable purpose for the time being of any connexional, district, circuit, local or other organisation of the methodist church;</p> <p>(c) any charitable purpose for the time being of any society or institution subsidiary or ancillary to the methodist church;</p> <p>(d) any purpose for the time being of any charity being a charity subsidiary or ancillary to the methodist church.</p> <p>The Constitution may be found in the two volumes of "The Constitution, Practice and Discipline of the Methodist Church</p>
Membership - estimate numbers and area members are drawn from	27 members resident in Goostrey and its environs.
Is membership restricted by any means	<p>There is no restriction on who can attend church, "All are Welcome."</p> <p>There is a formal process to membership which is necessary to hold official positions and to have voting rights at Church Council meetings.</p>
What age group will benefit from the funding	All residents of Goostrey will potentially benefit from keeping a Post Office in the village.
How will the grant be used?	To offset the utility and maintenance costs of allowing a sub post office to operate on our church premises.
How will the funding benefit the Goostrey community?	It will help to keep a Post Office counter service in the village.
How do you plan to seek funding from other sources?	Funding for capital expenditure to secure planning permission and alter the building to permit safe access is being sought from the Dane and Trent Methodist Circuit and the Chester and Stoke-on-Trent District of the Methodist Church. A local private donor has also promised significant help.
Have you submitted copies of quotations if necessary? (please attach these to the form)	See "Hosted Post Office – Estimate of Utility Costs" spreadsheet attached.
Have you submitted a copy of the organisations financial statement? (please attach this to the form)	See "Goostrey Methodist Church Receipts & Payments and Balance Sheet for the year to 31/08/2022" attached.

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Signed:



Date: 03/10/2023

Print Name: BRIAN GEORGE WALKER

Goostrey Methodist Church
Receipts & Payments

	31.08.22	31.08.21
Receipts		
Offerings	5821.50	6737.00
Fund Raising	100.00	4581.00
Coffee/Books	40.00	0.00
Rent Hall	4654.25	678.50
Interest	7.81	3.03
Miscellaneous	255.00	1480.00
Tax Refund	35.28	4076.03
	<u>10913.84</u>	<u>17555.56</u>
Payments		
Assessment	7799.00	8508.00
Worship Expenses	476.96	166.72
Repairs, Renewals & Equipment	1264.31	1279.72
Donations	0.00	0.00
Electricity	468.00	286.10
Oil	678.72	450.90
Gas	1066.00	1468.33
Insurance	1031.61	979.08
Water	152.56	402.67
Sundries incl Legal	11.99	297.97
	<u>12949.15</u>	<u>13839.49</u>
 Deficit/Surplus for year	 -2035.31	 3,716.07
 Offerings received for External Organisations	 <div style="border: 2px solid black; padding: 5px; display: inline-block;">592.00</div>	 <div style="border: 2px solid black; padding: 5px; display: inline-block;">90.00</div>
 Offerings paid to External Organisations	 <div style="border: 2px solid black; padding: 5px; display: inline-block;">592.00</div>	 <div style="border: 2px solid black; padding: 5px; display: inline-block;">90.00</div>
Balance Sheet		
Assets		
Bank Current Acc	17609.87	16889.27
Deposit Acc	708.16	3464.07
	<u>18318.03</u>	<u>20353.34</u>
Liabilities		
Reserves B/f	20353.34	16637.27
Surplus/Deficit for year	-2035.31	3716.07
	<u>18318.03</u>	<u>20353.34</u>

Hosted Post Office- Estimate of utility costs

02/10/2023

No of days open/ week	4	
Occupancy hours/week	20 h/wk	(12 hrs open + 8 hrs set up & tidy up)
Electricity unit cost	31.1 pence/kWh	(EDF standard variable rate at 1st Sept 2023)
Fresh water unit cost	1.832 £/m3	(United Utilities March 2023)
Waste water unit cost	1.221 £/m3	(United Utilities March 2023)

				Annual usage
Electricity	Heating	Say 2kW heater 8 months of year during occupancy	$2 \times 20 \times 8 / 12 \times 52 =$	1386.67 kWh
		Kettle for brewing up		
		1 litre/day 90 deg C temp rise, 208 days /yr	$1 \times 90 \times 4.186 \times 208 =$	78361.92 kJ = 21.77 kWh
		Post Office equipment	unknown, allow 100W /hr	
			$0.1 \times 20 \times 52 =$	104 kWh
Lighting		say 2 x 60 W in Vestry year round during occupancy	$0.12 \times 20 \times 52 =$	124.8 kWh
		say 1x 60 W outside light in late afternoons during Winter	$0.06 \times 1 \times 16 =$	0.96 kWh
			Total Electricity	1638.19 kWh
Fresh water	Toilets	2 off 5 litre flushes per day	$2 \times 5 \times 4 \times 52 / 1000 =$	2.08 m3
	Hand washing	2 off 1 litre washes per day	$2 \times 1 \times 4 \times 52 / 1000 =$	0.416 m3
	Drinking	1litre/ day	$1 \times 4 \times 52 / 1000 =$	0.208 m3
			Fresh water	<u>2.704</u> m3
Waste water	As above		Waste water	2.704 m3

Annual utility Costs

Electricity	£ 509.48	at Sept 2023 prices
Water	£ 8.26	at 2023 prices
Total	£ 517.73	per annum

Rounding up to allow for contingencies

Say **£600** per annum

a) A model church policy

Safeguarding Children, Young People and Vulnerable Adults Policy for Goostrey Methodist Church

This policy was agreed at a Church Council held on 31st October 2022

The Methodist Church, along with the whole Christian community, believes each person has a value and dignity which comes directly from God's creation in God's own image and likeness. Christians see this as fulfilled by God's re-creation of us in Christ. Among other things, this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

Goostrey Methodist Church is committed to the safeguarding and protection of all children, young people and adults and affirms that the needs of children or of people when they are vulnerable and at risk are paramount.

Goostrey Methodist Church recognises that it has a particular care for all who are vulnerable whether as a result of disabilities or reduction in capacities or by their situation. It is recognised that this increased vulnerability may be temporary or permanent and may be visible or invisible, but that it does not diminish our humanity and our wish to affirm the gifts and graces of all God's people.

This policy addresses the safeguarding of children, young people and vulnerable adults. It is intended to be a dynamic policy. It is intended to support the Church in being a safe supportive and caring community for children, young people, vulnerable adults, for survivors of abuse, for communities and for those affected by abuse.

Goostrey Methodist Church fully agrees with the statement reiterated in *Creating Safer Space* 2007:

As the people of the Methodist Church we are concerned with the wholeness of each individual within God's purpose for everyone. We seek to safeguard all members of the church community of all ages.

Goostrey Methodist Church recognises the serious issue of the abuse of children and vulnerable adults and recognises that this may take the form of physical, emotional, sexual, financial, spiritual, discriminatory, domestic or institutional abuse or neglect, abuse using social media, child sexual exploitation or human trafficking (slavery). It acknowledges the effects these may have on people and their development, including spiritual and religious development. It accepts its responsibility for ensuring that all people are safe in its care and that their dignity and right to be heard is maintained. It accepts its responsibility to support, listen to and work for healing with survivors, offenders, communities and those who care about them. It takes seriously the promotion of welfare so that each

Statement of safeguarding principles

Every person has a value and dignity, which comes directly from the creation of humans in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ.

Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

Principles

We are committed to:

- the care and nurture of, and respectful pastoral ministry with, all children, young people and adults
- safeguarding and protecting all children, young people and adults when they are vulnerable
- establishing safe, caring communities, which provide a loving environment where there is informed vigilance as to the dangers of abuse.

We will carefully select and train all those with any responsibility within the Church, in line with safer recruitment principles, including the use of criminal records disclosures and registration with¹ the relevant vetting and barring schemes.

We will respond without delay to every safeguarding concern, which suggests that a child, young person or adult may have been harmed, working in partnership with the police and local authority in any investigation.

We will seek to work with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care.

We will seek to challenge any abuse of power, especially by anyone in a position of trust.

Working with the District Safeguarding Officer, we will support risk assessment of those who present a safeguarding risk within a church environment. We will ensure appropriate pastoral care is offered and measures are taken to address identified risks including referral to statutory agencies, suspension and the use of safeguarding contracts. We will recognise and apply the restrictions to appointment laid down in Standing Order 010 of the Constitutional Practice and Discipline of the Methodist Church.

In all these principles, we will follow legislation, guidance and recognised good practice.

¹ Or membership of (PVG scheme Scotland).

of us can reach our full potential in God's grace.

Goostrey Methodist Church commits itself to:

1. **RESPOND** without delay to any allegation or cause for concern that a child or vulnerable adult may have been harmed or may suffer harm, whether in the church or in another context. It commits itself to challenge the abuse of power of anyone in a position of trust.
2. **IMPLEMENT** the Methodist Church Safeguarding Policy, Procedures and Guidance; government legislation and guidance and safe practice in the circuit and in the churches.
3. **PROVIDE** support, advice and training for lay and ordained people **to ensure that** people are clear and confident about their roles and responsibilities in safeguarding and promoting the welfare of children and adults who may be vulnerable.
4. **AFFIRM** and give thanks for those who work with children and vulnerable adults and also acknowledge the shared responsibility of all of us for safeguarding children **and** vulnerable adults who are on our premises.

Church Council

It is the responsibility of each Church Council to appoint a Church Safeguarding Officer and there should be no gaps in this crucial provision. The safeguarding officer should be a member of the Church Council or have the right to attend at least annually to report on implementation of the safeguarding policy. Where an individual covers the role in more than one location, they must be able to cover the activities identified in the relevant role outline and be facilitated to attend meetings to report on safeguarding in each location.

It is not appropriate for the minister in pastoral charge to hold the church safeguarding officer role because of the potential conflict with their own responsibilities. It is acknowledged that to avoid any disruption in safeguarding provision, it may be necessary for the minister in pastoral charge to take responsibility for some or all of the activities temporarily while other arrangements are made. However, this should only be for a very short period to enable the sharing of the role with another church or the identification of an alternative person to take on the role.

The role will usually be undertaken on a voluntary basis although expenses should be met. Ultimate responsibility for safeguarding within the church lies with the Church Council.

Goostrey Methodist Church appoints Pauline Whitehurst as church Safeguarding Officer (Adults) .

and Pauline Whitehurst as church Safeguarding Officer (Children) and supports them in their role, which is to:

- provide support and advice to the minister and the stewards in fulfilling their roles with regard to safeguarding.
- ensure that a suitable, signed church safeguarding policy is displayed at all times in the church on a safeguarding noticeboard, along with names of current safeguarding officers, national helplines and other suitable information. This must be renewed annually.
- record all safeguarding issues that are reported to the church safeguarding officer, according to Methodist policy and procedure.
- promote appropriate routes for reporting of concerns
- identify and inform those who are required to attend safeguarding training and maintain records of attendance. Work with the circuit safeguarding officer and DSO to arrange training.
- attend training and meetings relating to the role
- work in partnership with the lettings officer, stewards and user groups to promote good safeguarding practice on church premises. This will include gaining written confirmation that hirers of church premises are aware of the church safeguarding policy or are using an appropriate policy of their own.
- check that safeguarding is included as an agenda item at all Church Council meetings and report to the Church Council annually.
- inform all those with responsibility for recruitment, whether paid or voluntary, of their obligation to follow safer recruitment procedures.
- advise the circuit safeguarding officer and/or DSO of any issues with compliance with safeguarding training, policy or safer recruitment requirements and respond promptly to any request from them about audit of safeguarding activities.

a) Purpose

The purpose of the church safeguarding policy is to check that procedures are in place and provide clarity about the roles and responsibilities of those trusted with promoting the church as a safe space for all its users. It is to be read in conjunction with the Methodist Church Safeguarding Policy, Procedures and Guidance (2020).

b) Good practice

We believe that good practice means:

- i) All people are treated with respect and dignity.
- ii) Those who act on behalf of the Church should not meet or work alone with a child or vulnerable adult where the activity cannot be seen unless this is necessary for pastoral reasons, in which case a written record will be made and kept noting date, time and place of visit.
- iii) The church premises will be assessed by the church safeguarding officer with the property steward and/or their representatives at least annually for safety for children and vulnerable

adults and a written risk assessment report will be given annually to the Church Council. This will include fire safety procedures. The Church Council will consider the extent to which the premises and equipment are suitable or should be made more suitable.

- iv) Any church-organised transport of children or vulnerable adults will be checked to ensure that the vehicle is suitable and insured and that the driver and escort (where required) are appropriate. (See 6.10.7.1 of the Safeguarding Policies, Procedures and Guidance for the Methodist Church). A record to be kept in the church file for each driver/car.
- v) Activity risk assessments will be undertaken before any activity takes place to minimise the risk of harm to those involved. Approval will be obtained from the event leader/minister. A written record of the assessment will be retained securely.
- vi) Promotion of safeguarding is recognised to include undertaking those tasks which enable all God's people to reach their full potential. The Church Council will actively consider the extent to which it is succeeding in this area.

These things are to safeguard those working with children, young people and those adults who may be vulnerable.

c) Appointment and training of workers in the church

Workers will be appointed after a satisfactory DBS disclosure and following the safer recruitment procedures of the Methodist Church. Each worker will have an identified supervisor who will meet at regular intervals with the worker. A record of these meetings will be agreed and signed and the record kept. Each worker will be expected to undergo Foundation Module (2020 Edition) safeguarding training, within the first 6 months (agreed by Methodist Conference in 2011 -*Creating Safer Space Report*) of appointment. The other training needs of each worker will be considered (such as food hygiene, first aid and lifting and handling).

d) Pastoral visitors

Pastoral visitors will be supported in their role with the provision of Foundation Module (2020 Edition) safeguarding training upon appointment. If they are undertaking tasks for which a DBS would be required, this will be undertaken prior to appointment.

e) Guidelines for working with children, young people and vulnerable adults

A leaflet outlining good practice and systems should be given to everyone who works with children, young people and vulnerable adults. This leaflet will be reviewed annually².

f) Ecumenical events

Where ecumenical events happen on church premises, safeguarding is the responsibility of this Church Council.

² The Code of Safer Working Practice can be found at Appendix V of the Methodist Church Safeguarding Policies, Procedures and Guidance.

g) Events with church groups off the premises

Adequate staffing, a risk assessment and notification of the event will be given to the church safeguarding officer PRIOR to the agreement for any event or off site activity. Notification of the event will be given to the church council secretary: Kathy Walton (name of church council secretary).

If the activity is unusual or considered to be high risk the church safeguarding officer will contact the circuit safeguarding officer in order that it can be ratified or any queries raised.

h) Other groups on church premises

Where the building is hired for outside use, the **hirer** signing the letting agreement (www.tmcp.org.uk/property/letting-property-and-third-party-use) will be given a copy of that agreement [...]. The lettings secretary will consider the various users of the building in making lettings. All lettings will be notified to the church safeguarding officer who will keep the records and take advice as appropriate from both the DSO and circuit safeguarding officer.

i) Complaints procedure

There is a formal complaints procedure within the Methodist Church, which allows issues to be raised about actions or behaviour by a member or officer of the Church. In addition, employed staff will be subject to relevant contractual procedures. All complaints will be responded to with care, diligence and impartiality. The provisions of Part 11 of the Constitutional Practice and Discipline of the Methodist Church will be followed.

A complaint should be addressed to the superintendent minister, the Revd. Yvonne J Pearson. If a complaint is made to another person it should be referred to them. Meetings will be arranged with the person making the complaint and, usually, the person against whom the complaint has been made, in an attempt to resolve it. If the complaint is against the superintendent, it should be sent to the District Chair, the Revd. Helen Kirk 498 Crewe Road, Wistaston, Crewe, CW2 6PZ.

Safeguarding officers must be informed of any complaint or issue relating to the potential abuse of children or adults who may be vulnerable. They will support prompt action to respond to the circumstances of any safeguarding concern, whether or not any party involved wishes to make a formal complaint through the Methodist Church.

Review

This policy will be reviewed annually by the Church Council. Next review date: **Autumn 2023**

j) Key concepts and definitions

i) A child is anyone who has not yet reached their eighteenth birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, a member of the armed forces, in hospital or in custody in the secure estate, does not change **their** status or entitlements to services or protection.

ii) Vulnerable adults: any adult aged 18 or over who, owing to disability, mental function, age or

illness or traumatic circumstances, may not be able to take care or protect themselves.

- iii) Safeguarding: protecting children or vulnerable adults from maltreatment; preventing impairment of their health and ensuring safe and effective care.
- iv) Adult/child protection is a part of safeguarding and promoting welfare. This refers to the activity, which is undertaken to protect children/specific adults who are suffering or are at risk of suffering significant harm, including neglect.
- v) Abuse and neglect may occur in a family, a community or an institution. It may be perpetrated by a person or persons known to the child or vulnerable adult or by strangers; by an adult or by a child. It may be an infliction of harm or a failure to prevent harm.

Signed Chair of Church Council

Yvonne J. Pearson

Dated 31st October 2022