



# Goostrey Parish Council

The Village Hall

Goostrey

Cheshire

CW4 8PE

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21st May 2025

## DOCUMENT PACK FOR THE ANNUAL MEETING OF GOOSTREY PARISH COUNCIL

**Public Forum 7.30 – 7.45pm.** - Public comments will be taken before the Meeting commences but are restricted to 15 minutes unless the Chairman allows otherwise.

### AGENDA

1. **Election of Chairman:** To elect a Chairman and receive their declaration of acceptance of office.
2. **Election of Vice Chairman:** To elect a Vice Chairman and receive their declaration of acceptance of office.
3. **Declarations of Interest:** To receive and minute any declarations of interests.
4. **Apologies for Absence:** To receive apologies for unavoidable absence.
5. **Minutes:** To accept the minutes from the Parish Council meeting on 22<sup>nd</sup> April 2025 and all the decisions therein. [View draft Minutes Goostrey Parish Council Meeting 22nd April 2025.](#)

**Motion:** The Parish Council resolves to accept the minutes of the Parish Council meeting held on 22<sup>nd</sup> April 2025.

6. **Appointments:** To appoint representatives to outside bodies, liaison roles, committees and working groups. **See page 4**

**Motion:** The council resolves to appoint representatives to outside bodies, committees and working groups for the council year 2025/26.

7. **Terms of Reference:** To review terms of reference for committees. **See page 6.**

**Motion:** The council resolves to approve the terms of reference for all committees for the council year 2025/26.

8. **Assets:** To review assets including buildings and office equipment. **See page 13.**
9. **Insurance:** To confirm arrangements for insurance cover in respect of all insurable risks. **Page 19.**
10. **Subscriptions:** To review the Council's and/or staff subscriptions to other bodies: **See page 31.**

**Motion:** The council resolves to approve its subscriptions for the council year 2025/26.

11. **Standing Orders:** To review and approve the Council's Standing Orders. [View Standing Orders](#)

**Motion:** The council resolves to approve its Standing Orders.

12. **Financial Regulations:** To review and approve Financial Regulations. [View Financial Regulations](#)

**Motion:** The council resolves to approve its Financial Regulations.

13. **Code of Conduct:** To review and approve the Council's Code of Conduct. [View Code of Conduct.](#)

**Motion:** The council resolves to approve its Code of Conduct.

**14. Suspension of Standing Order 5. Ordinary Meetings Items K xvi, xvii, xviii, xix:** To meet statutory requirements the only items of business that must be conducted at the Annual Meeting of the Parish Council is the election of a Chairman. It is therefore proposed that Standing Order 5. Ordinary Meetings Items K xvi, xvii, xviii, xix are deferred to the next full council meeting on 24<sup>th</sup> June 2025.

**Motion:** The Council resolves to defer Standing Order 5 items K xvi, xvii, xviii, xix until the next council meeting on 24<sup>th</sup> June 2025.

**15. 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.

**16. Committee Matters:** To receive reports from the Parish Council Committees:

- a) Amenities Committee Minutes 7<sup>th</sup> May 2025. [View draft Amenities Committee Minutes 7th May 2025.](#)

**Motion:** The Parish Council resolves to accept the minutes of the Amenities Committee meeting of 7<sup>th</sup> May 2025 and all the decisions therein.

- b) Planning Committee Minutes 14<sup>th</sup> May 2025. [View draft Planning Committee Minutes 14th May 2025.](#)

**Motion:** The Parish Council resolves to accept the minutes of the Planning Committee meeting of 14<sup>th</sup> May 2025 and all the decisions therein.

- c) Manchester Airport Liaison Meeting: To receive an update from Cllr. Harvey.

**17. Planning Matters:** Applications may be viewed following the links below or at [https://www.cheshireeast.gov.uk/planning/view\\_a\\_planning\\_application](https://www.cheshireeast.gov.uk/planning/view_a_planning_application)

- a) **To receive and agree a response to the following planning applications:**

[25/1564/HOUS](#) The Old Mill, Mill Lane, Goostrey, Crewe, Cheshire East, CW4 8PN.

Replacement of existing raised decking to the rear of the property. Installation of a separate, small balcony to the rear of the property. Fenestration alterations to all elevations.

Comments deadline 5<sup>th</sup> June 2025.

**18. Financial Payments:** To approve payments in Schedule 05/25. **Includes:** Salaries & expenses. See page 32.

**Motion:** The Parish Council approves the payments listed on Schedule 05/25.

**19. Clerk's Report:** Including actions from the Last Meeting and Correspondence. See page 33.

**20. Highways & Speedwatch:** See page 35.

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

- b) **SDU at Shearbrook, Main Road** – To receive the SDU Data Report.

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

**22. Annual Governance and Accountability Return for the year 2024/25:** See page 36.

- a) **Annual Internal Audit Report 2024/25:** To receive and note the comments in the annual internal audit report.

- b) **Annual Governance Statement:** To consider and approve the Annual Governance Statement.

**Motion:** The Parish Council resolves to approve the Annual Governance Statement 2024/25.

- c) **Accounting Statements:** To consider and approve the Accounting Statements for 2024/25.

**Motion:** The Parish Council resolves to approve the Accounting Statements 2024/25.

- 23. Public Inspection Period (Notice of Public Rights):** The Clerk/RFO confirms the Public Inspection Period (Notice of Public Rights).

- 24. LCAS Gold Award Re-accreditation:** To receive an update from the Clerk on the timeline and costs involved in the re-accreditation process and to approve the payment of fees.

**Motion:** To approve LCAS Gold Award Re-accreditation and the payment of £250 in fees as required.

- 25. Co-option of Councillor:** To note any expressions of interest or the receipt of any applications.

- 26. VE Day Event:** To note the donations received for Help for Heroes at this event.

- 27. Cheshire East Council Consultations:** To consider and approve any council response to the following consultations:

- a) Lane Rental Scheme Consultation 2025. Deadline 26<sup>th</sup> June. [View consultation](#).

- 28. Grant Application:** To consider a grant application from the VHPFF for £4,945. **See page 44.**

**Motion:** To approve a grant of £4,945 to the VHPFF for new goals and tennis nets.

- 29. Minor items and items for the next agenda.**

- 30. Date of Next Meeting – 24<sup>th</sup> June 2025**

**Close meeting**

# ENCLOSURES

## Item 6 Appointments

### **Goostrey Parish Council Committees 2025 - 2026**

The Chairman and Vice Chairman of each committee will be elected at the first meeting of that committee following the Annual Parish Council Meeting.

#### **Amenities Committee**

Terence Rathbone – Chairman  
Paul Morgan – Vice Chairman  
Suzie Harvey  
Arthur Freeman  
Vacancy  
Paddy Fagan

#### **Finance Committee**

Ken Morris – Chairman  
Ian O’Donoghue – Vice Chairman  
Arthur Freeman  
Terence Rathbone  
Vacancy  
Vacancy  
Neil Beckham

#### **Planning Committee**

Ken Morris - Chairman  
Terence Rathbone – Vice Chairman  
Neil Beckham  
Vacancy  
Paul Morgan  
Paddy Fagan

#### **Staff Committee**

Ian O’Donoghue - Chairman  
Paul Morgan  
Ken Morris  
Terence Rathbone

#### **Village Hall Management Committee (VHMC)**

Neil Beckham - Chairman  
Arthur Freeman – Vice Chairman  
Jason Lynch - Council  
Sally Ball – VHPFF  
Martin Leake – VHPFF  
Edna Brandreth – VHPFF  
Lyndsey Atkins – School  
Jacqui Schurer-Lewis – School  
Hannah Sterling – School

**Boothbed Lane Play Area Working Group**

Paul Morgan

**External Appointments and Liaison Roles**

Ken Morris – Jodrell Bank UNESCO Steering Group, Rudheath Quarry Liaison Group

Terence Rathbone – Police Liaison, Speedwatch Liaison, Highways Liaison

Neil Beckham – VHPFF Liaison

Paddy Fagan – FOGS Liaison, Goostrey Parish Archive Liaison

Suzie Harvey – Manchester Airport Liaison

Ian O'Donoghue – Goostrey Footpaths Group



## **GOOSTREY PARISH COUNCIL**

### **AMENITIES COMMITTEE**

#### **Terms of Reference & Scheme of Delegation**

1. The Committee will appoint a Chairman at the first meeting following the Annual Meeting of the Council in May each year. A Chairman shall normally serve no more than four consecutive years. In the event of the Chairman's absence the members of the Committee present will appoint a Chairman, at the beginning of the meeting.
2. The Committee will consist of a minimum of five Councillors. A quorum of three members is required for each meeting. It will meet at least four times a year, with additional meetings as required. It will report to the Full Council Meeting following each of its meetings. To ensure coordination with other Goostrey organisations at least one, and preferably two, members of the Committee will attend the Goostrey Village Hall and Playing Fields Foundation AGM and Trustee Meetings and the Goostrey Scout Hut and Youth Facility User Group.
3. The purpose of the Committee is to look after:
  - a) Specific grassed areas in the Village (e.g., Shearbrook Bank including the verge and hedge) and others where designated by the Parish Council.
  - b) Village Planters and Planting
  - c) Graveyard Maintenance (St Luke's Graveyard nr the Village Hall)
  - d) Village Events (e.g., Seniors Lunch, Parish Council's Rose Day Stand etc)
  - e) Village Assets such as the Speed Indicator Devices, benches and notice boards (as featured in Goostrey Parish Council's Register of Assets, and to ensure that these are run and maintained for the benefit of Parishioners)
  - f) Village Archive – The Committee will liaise with the Archive Group to ensure the continued development and maintenance of the archive
  - g) Footpaths - The Committee will liaise with the Goostrey Footpaths Group to monitor the condition and maintenance of the public rights of way within the Parish
  - h) Trees – The Committee will liaise with the Goostrey Tree Ranger to protect specific trees, groups of trees or woodlands in the Parish in the interests of amenity and to identify others which justify protection
  - i) Booth Bed Lane Play Area – The Committee will liaise with Cheshire East Council regarding development and maintenance issues
  - j) The Committee will, in conjunction with Goostrey residents, identify additional community assets, services or events which will enhance the quality of life for Goostrey residents and make appropriate recommendations to the Parish Council
4. The Amenities Committee is responsible spending and monitoring the Amenities budget and will make recommendations for any additional expenditure to either the Finance Committee or Full Council (whichever meets first). In November each year the Committee will recommend to the Finance Committee an appropriate budget for the next 3 financial years.

5. The Committee will be guided by the following considerations:
  - a) to provide a good range of facilities, capable of giving benefit to people of all ages
  - b) to have them inspected regularly, and maintaining them in line with the latest Health and Safety requirements
  - c) to engage contractors for regular maintenance, or for development as the need arises
6. The Committee will communicate with parishioners by submitting news and information for inclusion in the Parish Council Newsletter, the Parish Magazine, the Parish Council Notice Boards and on the website <https://goostreyparishcouncil.gov.uk>
7. These Terms of Reference will be reviewed annually.

**APPROVAL**

Council Minute 05.24.7

**REVIEW DUE**

May 2025



## **FINANCE COMMITTEE**

### **Terms of Reference**

1. These Terms of Reference should be read in conjunction with Goostrey Parish Council's Standing Orders and Financial Regulations.
2. The Committee will appoint a Chairman at the first meeting following the Annual Meeting of the Council in May each year. A Chairman shall normally serve no more than four consecutive years. In the event of the Chairman's absence the members of the Committee present will appoint a Chairman, at the beginning of the meeting.
3. The Committee will consist of a minimum of six Councillors. A quorum of three members is required for each meeting. It will meet at least four times a year, with additional meetings as required. It will report to the Full Council Meeting following each of its meetings.
4. The purpose of the Committee is to:
  - a) Monitor and update the Financial Regulations and Standing Orders (as regards financial matters) and ensure that they are observed by the Council.
  - b) Monitor the financial administration of the Council.
  - c) Provide advice and guidance to the Chairs of other Committees of the Council and to the Full Council on all aspects of financial management.
  - d) In consultation with the Chair of the Council and the Parish Clerk/RFO, co-ordinate the detailed budget of the Council and recommend to the full Council the annual budget and the annual precept to be levied.
  - e) On a quarterly basis the Chair of the Finance Committee is to report to the full Council on the progress of actual expenditure compared to the budget. The RFO circulate the annual bank reconciliation to all members.
  - f) To ensure that the RFO prepares the accounts of the Council and arranges their internal and external audits.
  - g) Monitor the administration and review of day to day financial matters including internal audit of the Council's income and expenditure.
  - h) Conduct an annual review of the effectiveness of the internal audit.
  - i) Conduct an annual review of the council's insurance policies and monitor the procedure for risk assessment of all of the Council's activities.
  - j) To receive advice from the RFO on all aspects of finance and financial regulations, including the investment of both operating and capital balances and any transfer into and out of the capital fund (such transfers to be subject to agreement by the full Council).
  - k) To make recommendations to the full Council, with regards to the transfer of funds from and to a particular operating budget.
  - l) Consider quarterly applications to the Council's grant budget and periodically review the procedure for making grants.
  - m) In conjunction with Full Council, consider requests for donations.
  - n) Ensure that appropriate records are maintained of all assets and that the assets are adequately controlled maintained and insured.
5. The Committee will communicate with parishioners by submitting news and information for inclusion in the Parish Council Newsletter, the Parish Magazine, the Parish Council Notice Boards and on the website <https://goostreyparishcouncil.gov.uk>
6. These Terms of Reference will be reviewed annually.

#### **APPROVAL**

Council Minute 05.24.7

#### **REVIEW DUE**

May 2025





## **PLANNING COMMITTEE**

### **Terms of Reference**

**Purpose of the Planning Committee:** This Committee is appointed to review and respond to all planning applications and consultations on behalf of Goostrey Parish Council.

1. These Terms of Reference should be read in conjunction with Goostrey Parish Council's Standing Orders.
2. The Committee will appoint a Chairman at the first meeting following the Annual Meeting of the Council each year. A Chairman shall normally serve no more than four consecutive years. In the event of the Chairman's absence the members of the Committee present will appoint a Chairman, at the beginning of the meeting.
3. The Committee will consist of a minimum of six councillors. A quorum of three members is required for each meeting.
4. The Clerk will refer every planning application received to the next meeting of the Council or to the next meeting of the Planning Committee.
5. Planning decisions will normally be made during full council meetings on the 4<sup>th</sup> Tuesday in the month, however, a separate planning meeting may be held prior to full council meetings if the number and/or complexity of planning applications requires additional time. This will be agreed by the Chairman of the committee in consultation with the Clerk.
6. If the Council or Planning Committee cannot determine a response between scheduled meetings without missing the comments deadline, and where a request for extension to the deadline has not been granted, the Clerk has delegated responsibility to respond on the Council's behalf to the Planning Authority. The Clerk will consult informally with the Chairman of the Planning Committee and Committee Members to decide whether to convene a separate meeting or submit a "no comments" reply using the agreed delegated powers. These decisions will be ratified by resolution at the next Council or Planning Committee meeting.
7. The Clerk is responsible for submitting the responses to the Planning Authority.
8. The committee will:
  - a) Consider all planning applications.
  - b) Study relevant plans, individual Councillors to take a view as to whether to visit relevant sites to form their opinion and consider any comments from members of the parish before coming to a decision.
  - c) Consider whether to canvass opinion for and against applications to assist with a fair determination of applications.
  - d) Recommend to the Parish Council how it should respond to each planning application.
  - e) Ensure that any objections or recommendations are based solely on planning criteria.
  - f) Monitor the general environment of the parish and report to the planning authorities any potential planning breaches.
  - g) Respond on behalf of the Parish Council when a time sensitive response is required.
  - h) Respond to all consultations regarding planning issues or issues that will have an impact on planning and may attend the Local Authority Planning Committee to speak about a Planning Application on behalf of the Parish Council.
  - i) May make a written representation and elect a member to attend the Hearing or Inquiry on behalf of the council when an application is subject to appeal.
  - j) Review the council's Neighbourhood Plan as required.
9. These Terms of Reference will be reviewed annually.

#### **APPROVAL**

Council Minute 05.24.7

#### **REVIEW DUE**

May 2025



## **STAFF COMMITTEE**

### **Terms of Reference**

**Purpose of the Staff Committee:** This Committee is appointed to make decisions on all staffing matters subject to budget and expenditure limits decided by Goostrey Parish Council.

1. These Terms of Reference should be read in conjunction with Goostrey Parish Council's Standing Orders and Financial Regulations.
2. The Committee will appoint a Chairman at the first meeting following the Annual Meeting of the Council each year. A Chairman shall normally serve no more than four consecutive years. In the event of the Chairman's absence the members of the Committee present will appoint a Chairman, at the beginning of the meeting.
3. The Committee will consist of a minimum of four councillors. A quorum of three members is required for each meeting. It will meet as required and will report to the Full Council Meeting following each of its meetings.
4. The committee will:
  - a) Establish and keep under review the staffing structure in consultation with the Parish Council.
  - b) Draft, implement, review, monitor and revise policies for staff.
  - c) Establish and review staff salary pay scales for all categories of staff and be responsible for their administration and review.
  - d) Oversee the recruitment and appointment of staff.
  - e) Arrange execution of new employment contracts and changes to contracts.
  - f) Review and revise employment contracts in consultation with staff and in compliance with legislation and, as appropriate, to recommend any changes to the Parish Council.
  - g) Monitor staff job descriptions and ensure they reflect the requirement of the role.
  - h) Establish and review performance management (including annual appraisals) and staff training.
  - i) Monitor staff working conditions and Health and Safety matters.
  - j) Monitor and address regular or sustained staff absence.
  - k) Make recommendations on staffing related expenditure to the Finance Committee
  - l) Consider any appeal against a decision in respect of pay.
  - m) Consider a grievance or disciplinary matter (and any appeal).
  - n) Oversee any process leading to dismissal of staff (including redundancy
  - o) Supervise and performance manage the Clerk's work, administer leave requests, record and monitor absences and handle grievance and disciplinary matters. At least two members of the committee will be nominated to carry out the Clerk's appraisal.
5. These Terms of Reference will be reviewed annually.

#### **APPROVAL**

05.24.7

#### **REVIEW DUE**

May 2025



## **GOOSTREY PARISH COUNCIL**

### **VILLAGE HALL MANAGEMENT COMMITTEE**

#### **Terms of Reference**

##### **Purpose of the Committee:**

1. The Village Hall Management Committee (VHMC) first met in its present form on 30 January 1997. The revised Structure of the VHMC was agreed by the former Management Sub-committee on 9 September 1996 and the full Parish Council on 8 October 1996.
2. The VHMC will act in accordance with the *\*Working Practices Manual\** and the "Agreement relating to the Joint Use of the Goostrey Primary School in the County of Cheshire" dated 19 June 1985 (Ref. J T Kellet, County Hall, Chester, 21.4/RH/SMD/PSR004).

##### **Terms of Reference:**

3. The VHMC remains a Sub-Committee of Goostrey Parish Council. Its recommendations must be approved by the full Parish Council prior to action being taken (other than devolved powers on expenditure, see below).
4. The VHMC consists of nine (9) members, comprising 3 Parish Councillors, 3 representatives from Goostrey School and 3 representatives from Goostrey VHPFF.
5. Any meeting shall be deemed quorate in the presence of 4 members, which must include at least one representative of each of the constituent bodies involved, i.e. Goostrey Parish Council, Goostrey School and Goostrey VHPFF. Following the conclusion of business relating to the school, the school representatives may leave the meeting if, in doing so, 4 members of the committee remain, including representatives from the Parish Council and Goostrey VHPFF. School representatives are not required to attend the annual budget meeting.
6. The VHMC shall elect a Chairman and Vice Chairman at its first meeting following the Annual Meeting of the Parish Council in May each year. VHMC members may also be re-elected as proposed by the constituent bodies.
7. The VHMC has three broad areas of responsibility:
  - a) Finance
  - b) Maintenance
  - c) Lettings

##### **Finance**

8. The VHMC shall set a budget for each financial year (1 April – 31 March, in accordance with the Parish Council year).
9. The VHMC uses the Parish Council bank account for the purposes of the Village Hall, this account is maintained by the Parish Clerk and audited in conjunction with the Parish Council. Joint Use expenditure for maintenance is processed by the School's Business Manager in liaison with Cheshire East Council.
10. The Parish Council shall pay salaried staff from the budget allocated to the VHMC for staffing. The Parish Council's Staff Committee, together with the VHMC, will review their Contracts and Terms of Employment.
11. The VHMC shall decide and recommend for approval any change in hiring charges, which shall be determined annually.
12. The VHMC, through the Parish Clerk, shall have delegated powers of up to £500 expenditure (excluding salaries) per month without the need for prior Parish Council approval (see Goostrey Parish Council Financial Regulations).

## **Maintenance**

13. The VHMC shall be responsible for the day-to-day maintenance of the Village Hall in accordance with the *\*Working Practices Manual\**. The school must liaise with Cheshire East Council's Schools Financial Values Practice, in relation to Joint Use Expenditure, and Cheshire East Facilities Management in relation to cyclical maintenance compliance.
14. The *\*Working Practices Manual\** shall be reviewed regularly and any changes agreed by all the constituent bodies (Goostrey Parish Council, Goostrey School and Goostrey VHPFF).
15. The VHMC will be responsible, through the Parish Clerk, for the supervision of any Village Hall employees.
16. The Parish Council provides Contents and Liability insurance as appropriate. Buildings insurance is currently covered by school's membership of the Department for Education's Risk Protection Arrangement which is paid for by the school.

## **Lettings**

17. The VHMC will designate Keyholders, including the Parish Clerk and Village Hall Supervisor(s), and will display a list of Contacts/Keyholders on the main entrance door.
18. The VHMC shall be responsible for all lettings, via the Village Hall Supervisor(s), and will arbitrate in any disputes.
19. The VHMC will determine the Conditions of Hire and review them on a regular basis.
20. The VHMC shall ensure that all necessary Entertainment, Music and Alcohol licenses are obtained to comply with current statute.

*Goostrey Village Hall Management Committee (Revision 1c, 4th June 2024)*

## **APPROVAL**

Council Minute 06.24.5a

## **REVIEW DUE**

May 2025

\* Working Practices Manual – this is under development in consultation with the School, VHPFF and Parish Council.

Goostrey Parish Council  
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
1 Parish Council							
Desk and Chair	01/03/2002	350.00		Parish Office			
Dymo Label Printer	01/12/2014	5.00	5.00	Parish Office			
Filing Cabinets	01/03/2019	487.00	487.00	Parish Office			
Guilotine	01/12/2014	19.99	19.99	Parish Office			
IMac Computer	01/07/2016	899.00	899.00	Parish Office			
Laminator	01/07/2011	33.99	33.99	Parish Office			
Lenovo Computer and UPS	01/06/2020	581.98	581.98	Parish Office			
Liter Pickers and Hoops (3)	01/12/2014	30.95	30.95	Parish Office			
Mail Trays	Unknown	24.99	24.99	Parish Office			
Noticeboard	01/03/2017	1,656.00	1,656.00	Bank View			
Printer Brother MFC-J6270 DW	01/09/2014	189.00	189.00	Parish Office			
Projector	Unknown	50.00	50.00	Parish Office			
Samsung Mobile Phone	01/01/2022	415.83	415.83	Portable			
Strimmer	01/10/2008	65.67	39.40	Parish Office			
		4,809.40	4,433.13				
2 Amenities							
Churchill Oak Monument	01/03/2015	150.00	150.00	Bogbean			
Defibrillator	01/04/2013			Phone Box Main Road			
Emergency Bleed Kit	06/08/2024	199.00	199.00	Main Road, telephone kic			
Fido Dog Bin	01/07/2019	109.00	109.00	Booth Bed Lane			
Fido Dog Bin and Post	01/01/2020	190.00	190.00	Church Bank Corner			
Highway Mirror	04/02/2024	38.00	38.00	Main Road opp. Manor A			
Lighting Column	Unknown						
Metal Village Sign	Unknown			Bogbean			
Noticeboards (3)	01/03/2019	1,638.00	1,638.00	The Old Paddock, Shops			
Phone Box	01/12/2012	1.00	1.00	Main Road/Bank View			

**Goostrey Parish Council**  
**Fixed Assets and Long Term Investments**

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Picnic Tables (2)	01/02/2008	1,244.00	497.60	Booth Bed Play Area			
Planter	20/06/2001	113.00		Booth Bed Lane Green			
Planter	20/06/2001	113.00		Booth Bed Lane Green			
Planter	20/06/2001	113.00		Booth Bed Lane Green			
Planter	20/06/2001	113.00		Booth Bed Green			
Planter	01/06/2002	262.00		Bank View			
Planter	20/06/2001	113.00		Booth Bed Lane Green			
Road Sign Church Bank	01/10/2019	165.00	165.00	Church Bank Corner			
SDU	2005	3,500.00	3,500.00	Opposite The Crown			
SDU	01/01/2021	3,138.62	3,138.62	shear brook Bank			
Seat	Unknown			Shearbrook Bank			
Seat	01/01/2007	504.00	100.80	Main Road/Bank View			
Seat	01/02/2021	789.60	789.60	Booth Bed Lane Green			
Seat	01/06/2009	325.00	260.00	Sandy Lane			
Seat	01/05/2023	700.00	700.00	Bogbean (Mill Lane Side)			
Seat	Unknown			Church Bank Corner			
Seat	01/11/2023	700.00	700.00	Booth Bed Lane Green (F			
Seat	01/11/2023	700.00	700.00	Booth Bed Lane Green (F			
Seat	01/11/2023	700.00	700.00	Bogbean (Main Road Sid			
SID Device	01/05/2017	3,505.00	3,505.00	New Platt Lane			
SID Device (2)	01/11/2008	8,792.00		Station Road and Boothb			
SID Posts (3)	01/05/2008	1,522.70	913.62	New Platt Lane, Station F			
Speed Guns (2)	2018	188.00	188.00	Portable			
Village Signs (6)	01/02/2019	5,324.40	5,314.40	Village Locations (see no			
		<b>34,950.32</b>	<b>23,497.64</b>				

### 3 Village Hall

6 Ring Range Cooker Hood	01/09/2017	2,721.60	2,721.60	Village Hall Lounge Kitch			
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14

**Goostrey Parish Council**  
**Fixed Assets and Long Term Investments**

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
AKG Microphone	01/06/2020	52.02	52.02	Village Hall			
Archive Cabinets and Furniture	01/07/2018	1,701.26	1,701.26	Village Hall Committee R			
Baby Changing Unit	01/01/2009	216.00		Village Hall			
Bain Marie	01/09/2017	549.60	549.60	Village Hall Lounge Kitch			
Bench	01/06/2024	1.00	1.00	Village Hall			
Blinds	01/05/2010	1,080.00	1,080.00	Village Hall			
Card Tables	Unknown	1,000.00		Village Hall			
Carpet	01/09/2005	1,349.79		Village Hall			
CCTV and Door Entry System	01/01/2019	4,370.40	4,370.40	Village Hall			
Chairs Lounge (40)	01/03/2015	2,040.00	2,040.00	Village Hall			
Christmas Decorations	10/11/2022	45.00	45.00	Village Hall			
Christmas Decorations	28/10/2022	267.45	267.45	Village Hall			
Cups and Saucers White (83)	01/02/2016	61.00	61.00	Village Hall			
Curtains	01/03/2013	1,644.80	1,644.80	Village Hall			
Cutlery	01/02/2010	276.26	276.26	Village Hall			
Defibrillator	Unknown			Village Hall			
Dishwasher	01/09/2017	2,376.00	2,376.00	Village Hall Lounge Kitch			
Display Boards	01/06/2013	288.00	288.00	Village Hall			
Dyson Vacuum Cleaner	01/10/2009	156.51	125.21	Village Hall			
En One Chairs (150) see notes	01/07/2019	4,602.48	4,602.48	Village Hall			
Floodlighting	Unknown	1,800.00		Village Hall			
Furnishings	Unknown	1,500.00					
Go Pack Tables (22) with Trolleys	01/07/2019	2,400.00		Village Hall			
Hearing Loop	Unknown	620.00	620.00	Village Hall Lounge			
Laptop and Bag	01/01/2019	349.99	349.99	Village Hall			
Litter Bin	13/02/2024	78.00	78.00	Village Hall			
Microphone	01/06/2006	1.98	1.98	Village Hall			
Microphones	Unknown	150.00		Village Hall			

**Goostrey Parish Council**  
**Fixed Assets and Long Term Investments**

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Numatic Floor Cleaner	01/04/2015	821.56	821.56	Village Hall			
Olympus Recorder	Unknown		17.99	Village Hall Lounge			
Philips Microphones	Unknown		56.00	Village Hall Lounge			
Portrait of King	01/04/2024	1.00	1.00	Village Hall			
Portrait of Queen	01/10/2007	161.50	64.60	Village Hall			
Refrigerator	01/09/2017	652.80	652.80	Village Hall Lounge Kitch			
Sound System	01/07/2005	980.00		Village Hall			
Stage Backdrop Curtains	01/02/2007	981.54	196.31	Village Hall			
Stage Curtains	Unknown			Village Hall			
Stage Lighting	01/12/2012	189.80	189.80	Village Hall			
Stage Lighting - Safety Lights	Unknown	500.00	335.00	Village Hall			
Stage Lighting Components	01/11/2011	53.10	53.10	Village Hall			
Stage Lighting System	01/07/2019	4,460.71	4,460.71	Village Hall			
Stage lighting Unit	01/09/2011	1,528.40	1,528.40	Village Hall			
Stainless Steel Table	01/09/2017	270.00	270.00	Village Hall Lounge Kitch			
Tables (2)	01/07/1995	1,000.00		Village Hall			
Vacuum Cleaner	Unknown	35.00	35.00	Village Hall			
Village Hall Sign and Light	01/03/2019	635.64	635.64	Village Hall			
Washing Bowl	01/01/2019	25.00	25.00	Village Hall Lounge Kitch			
Water Heater	01/12/2009	750.00	600.00	Village Hall			
		<b>44,745.19</b>	<b>33,194.96</b>				

#### 4 Expenditure from Reserves

4 Tiered Planter	06/02/2023	300.00	300.00	Booth Bed Lane/Main Ro
Bike Rack	06/02/2023	99.00	99.00	Booth Bed Lane/Main Ro
Christmas Floodlights (X2)	01/11/2023	520.00	520.00	Bogbean
Christmas lights (Barrier)	10/11/2022	37.46	37.46	Parish Office (Loft)
Christmas Lights (Beech Tree)	01/11/2023	1,220.00	1,220.00	Bogbean



**Goostrey Parish Council**  
**Fixed Assets and Long Term Investments**

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Christmas lights (Cages)	25/11/2022	197.60	197.60	Bogbean			
Christmas lights (Pegs)	11/11/2022	16.49	16.49	Parish Office (Loft)			
Christmas Lights Tree Frame	02/10/2023	174.99	174.99	Parish Office			
Dell Laptop	01/01/2022	624.16	624.16	Portable	5 Years		
Floodlights	21/11/2022		1.00	Parish Office (Loft)			
HP Laptop	11/12/2024	457.50	457.50	Portable	5 Years		
Oak Bollards (10)	July 2024	1,000.00	1,000.00	Church Bank Corner	10 years		
Planter	July 2024	350.00	350.00	Church Bank Corner	10 years		
Seat (3)	06/02/2023	2,835.00	2,835.00	Boothbed Lane/Main Roæ			
		<b>7,832.20</b>	<b>7,833.20</b>				
<b>Grand Total:</b>		<b>92,337.11</b>	<b>68,958.93</b>				

Disposals					
Oak Bollards (9)	Disposed	2 Amenities	01/01/2011	£435.00	£391.50 Church Bank Corner
Oak Bollard (1)	Disposed	2 Amenities	01/02/2021	£40.00	£40.00 Church Bank Corner
					<b>£431.50</b>
Additions					
Portrait of King	Addition	3 Village Hall	01/04/2024	£1.00	£1.00 Village Hall *
Emergency Bleed Kit	Addition	2 Amenities	06/08/2024	£199.00	£199.00 Main Road, Telephone Kiosk
HP Laptop	Addition	4 Expenditure from Reserves	11/12/2024	£457.50	£457.50 Portable
Planter	Addition	4 Expenditure from Reserves	01/07/2024	£350.00	£350.00 Church Bank Corner
Oak Bollards (10)	Addition	4 Expenditure from Reserves	01/07/2024	£1,000.00	£1,000.00 Church Bank Corner
Bench	Addition	3 Village Hall	01/06/2024	£1.00	£1.00 Village Hall **
					<b>£2,008.50</b>
Total Difference					<b>£1,577.00</b>

\* Provided free under a government scheme

\*\* Presented by The Friday Friendship Club to mark the Millennium. Repaired in 2024 by the PC and added to the Asset Register.

The Council's fixed assets and long term investments were reviewed by the Finance Committee on 15th April as part of the process for agreeing the accounts for 2024/2025. The council was presented with this information at its meeting on 22nd April.

## Item 9 Insurance

The council's insurance arrangements for insurance cover were reviewed at the Council meeting on 25th February, prior to payment being required for the 2025/2026 insurance period. The council is in the final year of a 3 year Long Term Agreement with Zurich.



Ms Emma Bambrook  
Goostrey Parish Council  
The Village Hall  
Main Road  
Goostrey  
CREWE  
Cheshire  
CW4 8PE

## Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720872583
Insured	Goostrey Parish Council
Business	Parish / Town Council
Period of Insurance	
From	01 <sup>st</sup> April 2025
To	31 <sup>st</sup> March 2026
and any other period for which cover has been agreed.	

Renewal Premium                      £ 893.75

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	146571611
Long term agreement active until	01 <sup>st</sup> April 2026
Preparation Date	17 <sup>th</sup> February 2025
Prepared by	Mr Robert Brown
Policy Form Reference	MLAACH09

Policy Cover Declaration:  
You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

## Statement of Fact

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:

- Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory
- You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse
- You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process
- All Employees and **volunteers** engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training
- You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse
- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect, and you become non-compliant with any of the above statements, you must tell us, as it may affect your ability to claim under this policy.

## Important information

### Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

## Lines of Cover applying

### Part C – All risks

#### Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

#### Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Street Furniture	£57,159.17	£250
General Contents including computer equipment	£62,904.04	£250
Gardening Equipment, plant & machinery	£1,686.33	£250
Defibrillators	£5,512.50	£250

The excess stated applies to each and every loss.

**Operative Endorsements:** 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

## Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any <b>member</b> or <b>employee</b> or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any <b>member</b> or <b>employee</b>	£500
(c) in the <b>premises</b>	
(i) in the custody of or under the actual supervision of any <b>member</b> or <b>employee</b>	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£500

**Excess:** £50 each and every loss

**Personal Accident Assault Limits:** Stated in Section 3(c) of the policy wording

### Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

**Part E – Public liability**

**Limit of Indemnity:** £12,000,000

**Operative Endorsements:** None

**Part G – Employers liability**

**Limit of Indemnity:** £10,000,000

**Operative Endorsements:**

None

**Part H – Libel and slander****Sum Insured**

£250,000

**Excess:** 10% each and every claim or £1,000 whichever is the lower**Operative Endorsements**

None



## Part N – Fidelity guarantee

**Persons Guaranteed:**  
All **members** and **employees**

**Sum Guaranteed**  
£500,000

**Excess:** £100 each and every loss

### Operative Endorsements:

None

## Part O – Personal accident

The cover		
Category:	Insured Persons:	Operative Time:
A	Employees	Engaged in Usual Occupation including Journeys and whilst commuting directly between place of residence and usual place of <b>business</b>
B	<b>member</b>	Engaged in the <b>business</b> including undertaking Journeys and whilst commuting directly between place of residence and usual place of <b>business</b>
C	<b>volunteer</b>	Engaged in the <b>business</b> including undertaking Journeys and whilst commuting directly between place of residence and usual place of <b>business</b>
D	key personnel as follows:  Clerk	24 hours per day engaged in any activity worldwide not excluded from this cover.

Excesses	
Excesses:	Not applicable

Table of benefits				
Benefit:	Category:			
	A	B	C	D
1. Death	£100,000.00	£100,000.00	£Nil	£100,000
2. Loss of Limb (one or more) and/or Loss of Sight (in one or both eyes)	£100,000.00	£100,000.00	£Nil	£100,000
3A. Total Loss of Hearing (in both ears) and/or Total Loss of Speech	£100,000.00	£100,000.00	£Nil	£100,000
3B. Total Loss of Hearing in one ear	25% of 3A	25% of 3A	25% of 3A	25% of 3A
4. Permanent Total Disablement	£100,000.00	£100,000.00	£Nil	£100,000

5. Permanent Partial Disablement	See section 2.16	See section 2.16	See section 2.16	See section 2.16
6. Paraplegia	£75,000	£75,000	£Nil	£75,000
7. Quadriplegia	£125,000	£125,000	£Nil	£125,000
8. Temporary Total Disablement	£500.00 per week	£500.00 per week	£Nil	£500 per week for up to 10 weeks and £100 per week thereafter
9. Temporary Partial Disablement	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil
Benefit Period – temporary disablement	104 weeks	104 weeks	104 weeks	104 weeks
Deferment Period – temporary disablement	0 days	0 days	0 days	0 days
<b>Operative endorsements</b>				
<b>Endorsement title:</b>	<b>Endorsement wording:</b>			
1	Special Exclusion 2 of Section 3 is inoperative provided always that the <b>insurer</b> will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90			
2	Key Personnel Cover Extension.  The following activities are excluded:  a) motor cycling b) racing of any kind other than on foot c) winter sports other than skiing or snowboarding in the United Kingdom on a dry ski slope or within a snow dome, skating or curling d) aerial pursuits including but not limited to ballooning, bungee-jumping, gliding, hang-gliding, micro lighting, parachuting, paragliding or parascending e) jet skiing or white water rafting f) mountaineering or rock climbing using ropes or guides g) hiking, trekking or mountaineering above 3,000 metres h) caving using caving equipment i) diving using external breathing apparatus			

**Part P – Legal expenses****Insured Incidents:**

1. Employment Disputes and Compensation Awards	Operative
2. Legal Defence	Operative
3. Statutory Licence Appeal	Operative
4. Contract Disputes	Operative
5. Debt Recovery	Inoperative
6. Property Protection and Bodily Injury	Operative
7. Tax Protection	Operative

**Limit of Indemnity:** £200,000

**Operative Endorsements: None**

## General Notes

### 1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

### 2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing [Customers.team@uk.zurich.com](mailto:Customers.team@uk.zurich.com). Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

### 3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

## Claims contact information

Although we'd all like to control the future, sometimes accidents are unavoidable. That's why we've made it as easy as possible to make a claim. More information can be found [here](#). Ready to make a claim? Please use the contact details below to ensure you're connected to the right team:

Type of Claim	Claims team	Claims contact details
Buildings, contents including 'All Risks' items	Property Claims	<b>Online:</b> <a href="https://propertyclaims.zurich.co.uk/index.html">https://propertyclaims.zurich.co.uk/index.html</a> <b>Tel:</b> 0800 028 0336 <b>Email:</b> <a href="mailto:farnboroughpropertyclaims@uk.zurich.com">farnboroughpropertyclaims@uk.zurich.com</a> <b>Address:</b> Zurich Municipal Property Claims, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Business interruption		
Money		
Works in progress		
Public liability	Liability Claims	<b>Online:</b> <a href="https://liabilityclaims.zurich.co.uk/index.html">https://liabilityclaims.zurich.co.uk/index.html</a> <b>Tel:</b> 0800 783 0692 <b>Email:</b> <a href="mailto:fnlc@uk.zurich.com">fnlc@uk.zurich.com</a> <b>Address:</b> Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB
Employers liability		
Personal assault under Money		
Personal accident		
Financial and administrative liability	Motor Claims	<b>Online:</b> <a href="https://motorclaims.zurich.co.uk/index.html">https://motorclaims.zurich.co.uk/index.html</a> <b>Tel:</b> 0800 916 8872 <b>Email:</b> <a href="mailto:zmnewmotorclaims@uk.zurich.com">zmnewmotorclaims@uk.zurich.com</a> <b>Address:</b> Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Motor Claims		
Legal Expenses	DAS Legal Claims	<b>Tel:</b> 0117 934 2116

### How to make a claim:

1. You can make a claim using the online portal, by email or phone using the contact details above.
2. A claim form may be sent for you to complete, or you may be asked to send details in writing.
3. If you have any questions, please call the relevant office for guidance.
4. For out of hours help/emergency property losses - please contact 0800 028 0336

**DAS Head and Registered Office:**

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH  
Registered in England and Wales | Company Number 103274 Website: [www.das.co.uk](http://www.das.co.uk)  
DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority  
and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

**DAS Law Limited Head and Registered Office:**

DAS Law Limited | North Quay | Temple Back | Bristol | BS1 6FL  
Registered in England and Wales | Company Number 5417859 Website: [www.daslaw.co.uk](http://www.daslaw.co.uk)  
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## **Item 10 Council Subscriptions**

**All fees based on figures for 2024/2025**

**Cheshire Community Action** <https://cheshireaction.org.uk>

Parish Council Membership £50 only.

**Community and Voluntary Services** <https://www.cvsce.org.uk/>

£50 per annum

**Society of Local Council Clerks** <https://www.slcc.co.uk/>

£240 per annum

**Information Commissioners Office** [Information Commissioner's Office \(ICO\)](#)

Tier 1 Data Protection Fee £35 paid by Direct Debit to reduce cost from £40 per annum. This fee is mandatory.

**Parish Online** <https://www.parish-online.co.uk>

Digital Mapping Software

£97.50 per annum

**Civic Voice** <https://www.civicvoice.org.uk/>

£50 per annum

**Cheshire Association of Local Councils (ChALC)** [Cheshire Association of Local Councils](#)

£696.54 per annum

## ITEM 18 FINANCIAL PAYMENTS

### Payment Schedule 05/25 May 2025

Payment Date	Payee	Paid Out	Description	
02/05/2025	1 Staff Salaries	£2,307.92	Staff Salaries	Paid
02/05/2025	2 HMRC	£556.88	Tax and NI	Paid
02/05/2025	3 Nest	£211.20	Pension Payment	Paid DD
14/05/2025	3 Vodafone	£19.20	Mobile Phone Contract	Paid DD
15/05/2025	4 Nat West	£26.75	Bankline Charges	Paid
19/05/2025	5 Plusnet	£44.49	Telephone and Broadband	DD
			Servicing and Inspection of Roller Door	
30/05/2025	6 Combat Doors Ltd	£204.17	Lounge	
30/05/2025	7 ChALC	£25.00	Training - SH	
30/05/2025	8 JDH Business Services Ltd	£582.00	Annual Internal Audit	
30/05/2025	9 Netwise UK	£72.00	.gov.uk Domain Name	
30/05/2025	10 F.Davies & Son Ltd	£74.58	Fault finding Inspection - Bogbean	
30/05/2025	11 Cartridge Save	£39.94	Printer Ink	
30/05/2025	12 Lifeline Community Ambulance Cl	£432.00	First Aid Cover VE Day Event	
			Artwork and Production VE Day	
30/05/2025	13 Fagan Jones Communications	£227.40	Banners	
			Reimbursement of deposit for Daisy	
30/05/2025	14 Paddy Fagan	£167.00	Belles VE Day Event	
		<b>£4,990.53</b>	<b>inc VAT</b>	

### Receipts at 19th May 2025

Village Hall Income	£2,147.10	<b>inc VAT</b>
VE Day Donations Cash	£989.49	
VE Day Donations Card Payments	£75.78	
VE Day Donations Cheque	£100.00	
HMRC VAT	£722.87	

**Total Receipts** **£4,035.24**

Transfer from Santander Acct. to  
current Acct. **£5,000.00**

### Account Balances at 19th May 2025

Current Account	£79,295.35
Santander Capital Account	£81,874.21
NS&I General	£60,695.97
<b>TOTAL</b>	<b>£221,865.53</b>

### Caxton Card Report 19th May 2025

Transaction Date	Payee	Amount	Description
	Balance brought forward	£436.56	
23/04/2025	1 Sainsbury's	£21.65	Refreshments for Annual Parish Meeting
09/05/2025	2 Anderson Electrical Trade Ltd	£8.03	Seal for Floor Cleaner
	<b>Total Spend</b>	<b>£29.68</b>	
	<b>Total Fees</b>	<b>£3.00</b>	
	<b>Total Spend inc Fees</b>	<b>£32.68</b>	
	<b>Card Load</b>	<b>£0.00</b>	
	<b>Card Balance at 19th May 2025</b>	<b>£403.88</b>	



## Item 19 Clerk's Report

### Actions

- a) Planning comments submitted.
- b) Payments made.
- c) Contact made with housing association with regard to The Old Paddock
- d) Contact made with Holmes Chapel PC with regard to SID contractors

### Correspondence

- a) ChALC ChALC Weekly Bulletin 19.05.25
- b) GRIBBIN, Jonathan CHOC Bulletin Fri 16/05 9 MB
- c) [DoNotReply@email.autoenrol.tpr.gov.uk](mailto:DoNotReply@email.autoenrol.tpr.gov.uk) Automatic enrolment duties: Acknowledgement of re-declaration
- d) Pam Graham RE: [EXTERNAL] Goostrey Speedwatch Sessions
- e) Adam Lawson Re: Tree and vegetation management
- f) Goostrey Footpaths Group Minutes
- g) Hugo BARR TR: Elan City Radar
- h) Ashley Hilton RE: Asbestos Removal
- i) CEHStreetworks Cheshire East Highways - Traffic Management Area Highway Group Rep
- j) Goostrey Primary Admin Updated Asbestos Inspection Report
- k) Re: Goostrey Calendar for Cancer Support Group
- l) Civic Voice Wednesday Voice
- m) Jon Trotter Re: Goostrey Village Hall
- n) The Local Government Boundary Commission for England Cheshire East Boundary Review - Final Recommendations
- o) KOLKER, Andrew (Councillor) FW: Member enquiry - Memorial Tree Request (ref: 30667633)
- p) Resident RE: A memorial tree, question
- q) ChALC ChALC Weekly Bulletin 12.05.25
- r) Ruth Burgess RE: Maintenance and Projects
- s) Sharon Angus-Crawshaw LCAS session Thursday 8th May - Presentation and Recording
- t) Sharon Angus-Crawshaw RE: CEC Online Town and Parish Council Network Meeting: 13th May at 6pm - Highways issues reporting system replacement
- u) CEHStreetworks Cheshire East Highways - Traffic Management Area Highway Group Report
- v) ChALC ChALC Weekly Bulletin 06.05.25
- w) Adopted Highways RE: EFRM34729 Main Road, Mill Lane and Footway between Main Road and Mill Lane Frontage, Goostrey
- x) CEC Consultation Team CEC Lane Rental Scheme Consultation
- y) CHADWICK, Russell (Councillor) FW: INFORMATION BULLETIN New parking changes to come into effect on 26 May
- z) Tree Ranger Re: Amenities Committee Meeting
- aa) CEHStreetworks Cheshire East Highways - Traffic Management Area Highway Group Report
- bb) Community (MAN) Parish Council Forum - 7th May 01/05/2025
- cc) [cllr.g.gnyp@bradwallparish.gov.uk](mailto:cllr.g.gnyp@bradwallparish.gov.uk) Bradwall Parish Council Clerk Vacancy
- dd) Cheshire East Planning Planning Application Consultation ref. 25/1092/FUL
- ee) John Henry RE: Internal Audit 2024/25
- ff) LOCAL PLAN Cheshire East Council: consultation portal and local list supplementary planning document
- gg) ChALC ChALC Weekly Bulletin 28.05.25
- hh) Cheshire East Planning Planning Application Consultation ref. 25/1253/HOUS
- ii) Service (CE) RE: Kitchen Equipment Servicing

**jj)** CTS Property Services Speed sign  
**kk)** Combat Doors Combat Invoice & Worksheet  
**ll)** COMMUNITY GRANTS IGCF Project Progress and Completion Questionnaire For You To Complete  
**mm)** National Association of Local Councils Chief executive's bulletin - 24 April 2025  
**nn)** CEHStreetworks Cheshire East Highways - Traffic Management Area Highway Group Report  
**oo)** Sue McKay (Holmes Chapel Parish Council) RE: Speed Indicator Devices  
**pp)** McGinnes, Joseph (Santander) RE: RE: SF01383155 Complaint Response  
**qq)** CEHStreetworks Cheshire East Highways - Traffic Management Area Highway Group Report

**GOOSTREY PARISH COUNCIL SPEEDWATCH REPORT April 2025 For May 2025**  
**GPC MEETING**

DATE & TIME	LOCATION	LOW SPEED MPH	TOP SPEED MPH	NUMBER OF VEHICLES LOGGED	TOTAL NUMBER OF VEHICLES PASSING
28/02/25 08.30-09.25	NEWPLATT LANE	35	42	9	121
21/03/25 08.30-09.15	MAIN ROAD BOGBEAN	35	36	1	248
24/04/25 08.30-09-10	MAIN ROAD BOGBEAN	35	43	3	242

Report to Parish Council May 2025

**Speedwatch Activity Summary**

Speedwatch sessions resumed with a session on 16<sup>th</sup> January 2025 led by Paddy Fagan.

Session on 24<sup>th</sup> April 2025 3 vehicles monitored travelling at 35 mph and above. Maximum speed monitored is 43 mph 1.2% of vehicles were travelling at 35mph and above.

**SHEARBROOK SID**

No report for May 2025 meeting as data cannot be downloaded but device is still displaying. Liaison taking place with TWM Ltd. Regarding repair of SID.

TR 14/0525

**a) Annual Internal Audit Report**

**INTERNAL AUDIT REPORT  
GOOSTREY PARISH COUNCIL 2024/25**

The internal audit of Goostrey Parish Council was carried out by undertaking the following tests as specified in the AGAR Annual Return for Local Councils in England:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Review of year-end financial statements
- The authority has complied with the publication requirements for the prior year AGAR.
- The authority correctly provided for a period for the exercise of public rights for the prior year AGAR
- The authority published required information on a website up to date at the time of the internal audit in accordance with relevant legislation.

**Conclusion**

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan overleaf. As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

**JDH Business Services Limited**

**INTERNAL AUDIT REPORT  
GOOSTREY PARISH COUNCIL 2024/25**

**ACTION PLAN**

	ISSUE	RECOMMENDATION	FOLLOW UP
<b>2024/25 internal audit</b>			
1	<p>The reserves analysis includes a number of different categories that could be considered general funds rather than earmarked, for instance, ‘unallocated general reserves’. We have noted external audit queries in recent years about earmarked reserves that do not appear linked to specific medium terms projects/schemes.</p> <p>The council Strategic Plan identifies projects and objectives up to the end of 2028 and this will be used as the basis for establishing medium term projects/schemes underpinned by earmarked reserves.</p>	<p><i>The council should review the reserves analysis to ensure earmarked reserves relate to medium term projects/schemes, particularly relating to the Strategic Plan, rather than generic descriptions.</i></p>	
<b>2023/24 internal audit</b>			
<p><b>No issues arising – a comprehensive set of accounting records have been maintained with a clear audit trail to supporting information and all internal control objectives have been met.</b></p>			



# Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
  - The Annual Internal Audit Report **must** be completed by the authority's internal auditor.
  - Sections 1 and 2 **must** be completed and approved by the authority.
  - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2025
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 – Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 – Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 – External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.



## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2025</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



# Annual Internal Audit Report 2024/25

Goosey Parish Council

goosey.parish.council.gov.uk

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	N/A no petty cash held		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")		N/A	
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

30/04/2025

JDH BUSINESS SERVICES LTD

Signature of person who carried out the internal audit



Date 30/04/2025

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

### Goostrey Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

Signed by the Chair and Clerk of the meeting where approval was given:

and recorded as minute reference:

Chair

Clerk

[www.goostreyparishcouncil.gov.uk](http://www.goostreyparishcouncil.gov.uk)



## Section 2 – Accounting Statements 2024/25 for

## Goostrey Parish Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	193,313	192,730	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	50,680	52,581	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	29,476	37,680	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	33,133	35,227	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	47,606	49,073	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	192,730	198,691	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	192,730	198,691	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	67,382	68,959	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

*EY Sambrook*

Date

14/05/2025

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved



## Section 3 – External Auditor's Report and Certificate 2024/25

In respect of

Goostrey Parish Council

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor's limited assurance opinion 2024/25

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2024/25

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date



## Goostrey Parish Council

*The Village Hall*

*Goostrey*

*Cheshire*

*CW4 8PE*

*01477 535825*

*Email: [clerk@goostreyparishcouncil.gov.uk](mailto: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)	The Goostrey Village Hall & Playing Fields Foundation
Contact Name:	Jason Lynch
Position in the Organisation:	Chairman of VHPFF
E-Mail Address:	
Telephone Number:	
Address:	
Amount requested:	£4,945
Bank Details or Payee Name for Cheque (our preferred method of payment is direct bank transfer)	Account Name: Account Number: Sort Code: Or Payee Name:

Type of Organisation:	Charitable Trust Registered Charity No 520053
Aims / objectives of the organisation/ attach a copy of the constitution (as a separate document if necessary)	The provision of sports facilities (currently football pitch, bowling green, AstroTurf and pavilion) for the use of the inhabitants of Goostrey and the adjacent parishes with the object of improving the conditions of life for the said inhabitants".  Please see attached constitution for full details.
Membership - estimate numbers and area members are drawn from	The current total memberships is 260 households,* of these 125 are also part of one of the affiliated clubs. Estimated usage just over 500 people in the community. *based on family of ave.3 for families and 140 over 60's  Members are drawn from Goostrey and surrounding parishes. In addition local football teams are also using the field bringing approx. 25 additional families to the facility and village across the football season.
Is membership restricted by any means	Membership is open to all residents of Goostrey and adjacent parishes. Additionally, those with close connections to Goostrey will be considered on a case-by- case basis if they live outside this area.
What age group will benefit from the funding	The astroTurf courts are used for tennis, football, basketball and newly added pickleball which appeals to families and people of all ages. The tennis club runs a successful junior programme with ages from 5yrs - 16yrs and has senior members age range of 20yrs - 80+yrs. The Monday Night Football attracts on ave. 14 players per week aging 20yrs - 40yrs. VHPFF casual members predominantly play as families and young couples. With the improved surface the aim is to continue to significantly attract more use and club members through the multiple available sports..
How will the grant be used?	We are seeking £4,945 in funding from the Parish Council to purchase new tennis nets and football goals for our 5-a-side and Under-8s teams. With secured funding already in place to replace the AstroTurf, this is a pivotal moment to elevate our entire sports facility and create an inviting, high-quality environment for current and prospective members. The existing nets and goals are worn, damaged, and no longer fit for purpose. By upgrading them alongside the new AstroTurf, we ensure that all aspects of the facility match the same standard of excellence. This investment will not only improve the overall experience for current users but also attract new members, promoting greater engagement in sports for the community in this great facility.
How will the funding benefit the Goostrey community?	Upgrading the nets alongside the new AstroTurf will ensure our playing fields remain safe, well-maintained, and fit for purpose. The improvements will benefit players of all ages, from junior teams to families to seniors, creating a welcoming environment that supports both recreational and competitive play. Sport is a valuable way to bring people together, promote health and well being and social connection in our village. With better equipment in place, we can encourage more local residents to get involved, strengthening community ties and ensuring this unique village facility continues to be a space for everyone to enjoy.
How do you plan to seek funding from other sources?	We have successfully raised £85,000 for the AstroTurf replacement through a combination of grants from Veolia and Sport England,

	fundraising events, and a generous donation. Barclays has also match-funded two of our fundraising efforts, further supporting the project. As part of this wider initiative to upgrade the playing fields, we are requesting £4,945 from the Parish Council to fully fund the purchase of new nets. This will ensure all aspects of the facility are brought up to the same high standard.
Have you submitted copies of quotations if necessary? (please attach these to the form)	Please see attached documents.
Have you submitted a copy of the organisations financial statement? (please attach this to the form)	Please see attached documents.

Signed:



Date: 19th May 2025

Print Name: JASON LYNCH

# **Goostrey Village Hall and Playing Fields Foundation (VHPFF): Constitution for Boothbed Lane Field**

## **1. Governing Principle**

- 1.1 The Goostrey Village Hall and Playing Fields Foundation Trust Deed defines the Trust as being "for the purposes of a Village Hall and Playing Field for the use of the inhabitants of Goostrey and the neighbourhood without distinction of sex or of political or religious or other opinions and in particular for use for meetings lectures and classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants".
- 1.2 Boothbed Lane Field will be run in accordance with this Trust with the overriding principle of providing maximum and easy access for casual use to the facilities for the inhabitants of Goostrey and its neighbourhood for their recreational use.

## **2. Role of VHPFF Trustees**

- 2.1 The role of the VHPFF is to ensure that this Trust is fulfilled, and specifically to veto any use of Trust property for purposes or use or practices contrary to the Trust's objectives. In other words, any decisions taken about the Boothbed Lane Field should be in the "spirit" of the Trust.
- 2.2 The Trustees of the VHPFF are as follows:
  - Permanent Trustees (4)
  - Trustees elected at the Annual General Meeting (up to 5)
  - Co-opted Trustees (up to 5)
  - Trustees nominated by local community organisations. All such organisations will be invited to nominate a Trustee at least once every 5 years. In the intervening period, additional community organisations may nominate a Trustee, subject to the approval of the existing Trustees.

## **3. Use of the Field and Facilities**

The Boothbed Lane field will be used only for sporting activities and other activities allowed under the Trust Deed and subject to covenants in the Title Deeds.

## **4. Membership**

All inhabitants of Goostrey and its neighbourhood (i.e. the adjoining Parishes of Twemlow, Cranage, Allostock, Peover Superior and Lower Withington – Appendix 1) shall be entitled to use the facilities of the field in consideration of a nominal annual subscription to be used for the maintenance and upkeep of the facility. Junior members are those aged eighteen or less on 1 November each year.

## **5. Affiliated Sporting Groups**

- 5.1 Properly constituted sporting groups whose memberships comprise inhabitants of Goostrey and its neighbourhood and who may represent the village in sporting activities can affiliate to The Village Hall and Playing Field Foundation (VHPFF) and shall be entitled to periods of exclusive use of all or part of the facility for the furtherment of their sporting activity subject to the agreement of and any limitations imposed by the VHPFF Executive Committee (see below) responsible for the management of the Boothbed Lane Field.
- 5.2 The annual levy per Affiliated Sporting Club member (adult or child) will be set by the Trustees.

## **6. Visitors**

Persons other than the inhabitants of Goostrey and its neighbourhood ("visitors") shall be entitled to use the facility only if introduced by one of the said inhabitants who thereby accepts liability for any additional fee payable by the visitors in respect of such usage and any damage caused to the facility by the visitors.

## **7. Management**

- 7.1 The day to day administration of the facility is delegated by the VHPFF Trustees to a Committee known as the **VHPFF Executive Committee** whose membership shall comprise the Chairman, Secretary and Treasurer of the VHPFF.
- 7.2 Each of the said members of the Executive shall be an inhabitant of Goostrey or its neighbourhood, be a Trustee of the VHPFF and be fully paid-up Members.

## **8. Election of VHPFF Executive Committee**

The VHPFF Executive Committee shall be elected at the Annual General Meeting.

## **9. Annual General Meeting**

- 9.1 The VHPFF Executive Committee will convene the Annual General Meeting in January of each year by giving two weeks notice of the date of the meeting and the business to be transacted to the Trustees and all interested inhabitants of Goostrey and its neighbourhood via Village Noticeboards and other appropriate means of communication.
- 9.2 The VHPFF Executive Committee will publish audited accounts of all income and expenditure of the facility at the Annual General Meeting which will be asked to approve such audited accounts.
- 9.3 The Chairman of the VHPFF Executive Committee shall be the Chairman of the Annual General Meeting.
- 9.4 Voting at the Annual General Meeting shall be by simple majority of those inhabitants of Goostrey and its neighbourhood over the age of 18 present at the meeting.

## **10. Officers of the Executive**

No longer applicable.

## **11. Records and Reports**

- 11.1 It shall be the responsibility of the Chairman of the VHPFF Executive Committee to report to the Trustees of the VHPFF as and when required by the Trustees, but no less than three times per year.
- 11.2 It shall be the responsibility of the Secretary of the VHPFF Executive Committee to keep full records of all business transacted at meetings of the VHPFF Executive Committee, the Trustees and the Annual General Meeting.
- 11.3 It shall be the responsibility of the Treasurer to hold all monies paid to the VHPFF from whatsoever source and to keep proper records of all income and expenditure in respect of the facility.
- 11.4 The Financial Year will be 1 November to 31 October.

## **12. Meetings**

- 12.1 Meetings of the Trustees will be held at least three times in each calendar year (approximately January, May and September).
- 12.2 The VHPFF Secretary will issue an Agenda and other appropriate documentation to all Trustees at least 2 weeks before each meeting.
- 12.3 The quorum for each meeting of the Trustees will be the presence of 50% of the total number of Trustees at the time of the meeting. If a meeting is not quorate, any necessary decisions will be held over for a subsequent meeting.
- 12.4 Voting at meetings will be by a simple majority of those present, with the Chairman having a casting vote if necessary.
- 12.5 In addition to meetings of the Trustees, the VHPFF Executive Committee will meet as and when necessary.

## **13. Powers of the VHPFF Executive Committee**

- 13.1 The VHPFF Executive Committee shall recommend to the VHPFF Trustees the level of annual subscriptions from all users, such subscriptions to be no higher than is reasonably necessary for



- the upkeep and maintenance of the facility (Appendix 2). These subscriptions will cover all individual usage of the facilities.
- 13.2 The VHPFF Executive Committee, specifically the Secretary, will maintain a system whereby persons making such payments ("the Members") are recorded
  - 13.3 The VHPFF Executive Committee will take any necessary action, with the endorsement of the Trustees, to prevent the use of the facility by non-Members.
  - 13.4 The VHPFF Executive Committee will take action to ban from the facility any person whose actions or behaviour is severely detrimental to the enjoyment of other users or who has misused or caused damage to the facility. Any such action shall be reported to the Trustees at their next meeting for ratification.
  - 13.5 The VHPFF Executive Committee may waive the subscription requirement in cases of special hardship and if requested to do so. Any such waiver shall be reported to the Trustees at their next meeting for ratification.
  - 13.6 The VHPFF Executive Committee may accept application for membership from individuals residing outside of Goostrey and its neighbourhood where there are special circumstances linking them to the Village. Any such applications shall be reported to the Trustees at their next meeting for ratification.
  - 13.7 The VHPFF Executive Committee shall recommend to the VHPFF Trustees, and be responsible for the collection of, the additional levies from properly constituted sporting groups which require exclusive use of parts of the facility, such levies to be no higher than is reasonable having regard to the degree of exclusivity required. (Appendix 3)
  - 13.8 The VHPFF Executive Committee shall devise and operate a system for advance booking of the facility or parts thereof; and in doing so shall bear in mind the conflicting interests of different users of the facilities and the overall objectives of the Trust.
  - 13.9 The VHPFF Executive Committee shall recommend to the Trustees appropriate charges for use of the facilities by visitors and shall devise a system for recording visitors use and collecting charges
  - 13.10 The VHPFF Executive Committee shall apply income from the facility for maintenance, upkeep & development.
  - 13.11 The VHPFF Executive Committee shall maintain any surplus income for retention as Trust property and use as directed by the Trustees.
  - 13.12 The VHPFF Executive Committee shall make representations to the Trustees for any items of expenditure in excess of £500.
  - 13.13 The VHPFF Executive Committee may approve exceptional use of the field by the inhabitants of Goostrey and its neighbourhood for fund-raising and other events within the limits set by the Trust Deed and Covenants in the Title Deeds; and may set a fee for such use, such fee to be no higher than is reasonably necessary to reflect wear and tear on the facility and non-availability for its usual purposes.

#### **Appendix I: Goostrey and its neighbourhood**

Goostrey and its neighbourhood is defined as the Parishes of Goostrey, Twemlow, Cranage, Allostock, Peover Superior and Lower Withington.

#### **Appendix 2: Annual Subscriptions**

An annual subscription shall be set by the Trustees at a nominal level to encourage ownership and usage of the facility. There will be no further charge on usage other than for Affiliated Club membership and use of the floodlighting. The subscriptions will be set for Family (Household) Membership and Pensioner (over 60) Membership and will be for a calendar year (1 January – 31 December).

#### **Appendix 3: Annual levies for exclusive use by Sporting Groups**

The annual levy for Affiliated Sporting Clubs who require regular exclusive use of a facility will be set at a nominal level which reflects that usage. The levy should be kept at a level which encourages the development of affiliated clubs and their activities. The levy will be collected by each club and paid to the VHPFF Executive Committee based upon the number of members in each club on 1 November each year.

*Revised & Approved by Goostrey VHPFF Trustees, January 2009*

**GOOSTREY VILLAGE HALL & PLAYING FIELDS FOUNDATION**  
**INCOME AND EXPENDITURE ACCOUNTS**  
**For the period 1 November 2023 to 31 December 2024**

	Unrestricted Funds	Restricted Funds	TOTAL This Year	TOTAL Last Year
<b>INCOME</b>				
Annual VHPFF Subscriptions	6,237.55		6,237.55	5,862.50
Affiliated Club Subscriptions	5,889.00		5,889.00	4,732.20
Pay to Play Subscriptions	1,910.00		1,910.00	
Gift Aid	1,562.39		1,562.39	1,528.35
Pavilion Hire	1,715.00		1,715.00	864.00
Playing Fields Hire	1,750.00		1,750.00	
Power Contributions	0.00		0.00	1,112.00
Donations & Fund Raising -General	400.00		400.00	2,472.97
Donations & Fund Raising -Restricted Funds		15,413.54	15,413.54	21,665.73
Lottery Income	5,005.00		5,005.00	3,610.00
Miscellaneous	10.00		10.00	
Bank interest	1,096.49		1,096.49	707.72
	<u>25,575.43</u>	<u>15,413.54</u>	<u>40,988.97</u>	<u>42,555.47</u>
<b>EXPENDITURE</b>				
Facilities & Equipment	680.85		680.85	200.00
Pavilion Maintenance	3,918.99		3,918.99	6,082.00
Grounds & Field Maintenance	9,370.99		9,370.99	8,638.65
Astroturf	0.00		0.00	3,528.65
Bowls Maintenamce	5,236.64		5,236.64	1,974.31
New Bowls Club House/ New Gates	0.00		0.00	41,116.57
Waste Disposal	728.56		728.56	514.61
Power	1,373.90		1,373.90	797.87
Lottery	3,450.00		3,450.00	1,825.00
Fund-raising	0.00	1,980.00	1,980.00	1,539.00
Administration Expenses	407.60		407.60	492.39
Subscription Refunds	0.00		0.00	30.00
Website	2,058.00		2,058.00	1,388.33
Miscellaneous	126.25		126.25	
Insurance	1,468.07		1,468.07	1,456.57
	<u>28,819.85</u>	<u>1,980.00</u>	<u>30,799.85</u>	<u>69,583.95</u>
<b>SURPLUS / (DEFICIT)</b>	(3,244.42)	13,433.54	10,189.12	(27,028.48)
Add Bank and Cash previous year	<u>27,711.33</u>		<u>27,711.33</u>	<u>54,739.81</u>
<b>FUNDS AT 31 DECEMBER 2024</b>	<u>24,466.91</u>	<u>13,433.54</u>	<u>37,900.45</u>	<u>27,711.33</u>

GOOSTREY VILLAGE HALL & PLAYING FIELDS FOUNDATION  
NOTES TO THE ACCOUNTS  
Period ending 31 December 2024

BANK AND INVESTMENT ACCOUNTS

	Unrestricted Funds	Restricted Funds	TOTAL This Year	TOTAL Last Year
Current Account	(9,664.60)	13,433.54	3,768.94	3,611.31
Reserve Account	35.12		35.12	7,882.06
COIF Deposit Account	34,096.39		34,096.39	16,217.96
	<u>24,466.91</u>	<u>13,433.54</u>	<u>37,900.45</u>	<u>27,711.33</u>

ASSETS		£	£
Land at Boothbed Lane		25,000	25,000
Buildings & Facilities	*	616,755	597,051
Contents	*	18,505	18,505
Greens and Playing Surfaces	*	73,729	71,374
Mower	*	6,313	6,313
Lawn Tractor & Rake	*	4,210	4,210
Defibrillator	*	5,000	5,000

\* Items shown at Insurance Valuation

The VHPFF has a financial interest in Goostrey Village Hall. In an agreement with Cheshire County Council, dated June 1985, the contribution was noted as £5,268 which was approximately 2.9% of the cost of construction and professional fees of the new Hall.

# NET WORLD SPORTS»

## Sales Quote

### Bill-to Address

Susie Weston  
Goostrey, Cheshire CW4 8NB  
Great Britain

### Ship-to Address

Susie Weston  
Goosetrey Playing Fields  
Booth Bed Lane  
Goostrey, Cheshire CW4 8NB  
Great Britain

Net World Sports  
Bryn Lane  
Wrexham Industrial Estate  
Wrexham, LL13 9UT

Bill-to Customer No. C02719178  
Quote No. Q00088465  
Document Date 14. April 2025  
Shipment Date 14/04/25  
Payment Terms Net 0 days  
Payment Discount

Phone No. 01691 683807  
Website [www.networldsports.co.uk](http://www.networldsports.co.uk)  
E-Mail [sales@networldsports.com](mailto:sales@networldsports.com)  
VAT Registration No. GB946544201  
Bank HSBC UK GBP  
Bank Sort Code 40-47-26  
Account No. 82665255  
Salesperson Tom Jones

Shipment Method  
Prices Including VAT Yes

	Description	Quantity	Unit of Measure	Unit Price	Discount %	Amount
TN50080	VERMONT 360 F/S Tennis Posts 2.5mm Net +Weight G	3	Piece	901.99	15	2,300.07
SHIPPING	Shipping Charges	1	Piece	219.95		219.95
Subtotal GBP (Excl. VAT)						2,100.02
20% VAT						420.00
Total GBP (Incl. VAT)						2,520.02



Hi Rob,

Good to speak to earlier in regard of the equipment that you require, so I have amended the original email so below shows the prices that you require.

**Green nets – Nets only for current goals on tennis courts**

FOT-048BGREEN 12 x 4 4mm knotless green nets.

..... **£136.88 per pair.**

**12x4 Folding Goals – to replace goals on tennis courts (inc of green nets)**

➔ X1 pair FOT-141 60mm steel folding package, complete with 60mm steel frames, 32mm plated steel folding sides, 42mm galvanised bottom bar, green 4mm nets, net clips, and all fittings.

..... **£1175.36 per pair**

**12x6 Folding Goals – needed for Goostrey U8 team 25/26**

➔ X1 pair FOT-141 60mm steel folding package, complete with 60mm steel frames, 32mm plated steel folding sides, 42mm galvanised bottom bar, green 4mm nets, net clips, and all fittings.

..... **£1248.74 per pair**

Unfortunately, the hanging brackets that we provide are wall mounted (see the link below), but you can double them up to enable them to hang on the tennis fence.  
<https://www.markharrod.com/wp-content/uploads/2023/05/Wall-hanging-brackets.jpg>

Delivery of the above if ordered together.

..... **£195.00**

**All the above INCLUDES VAT.**

**Please remember that we do provide basketball, tennis, and netball equipment to suit all installations.**

I hope that the above is all acceptable and I look forward to be hearing from you.

Kind Regards

**Peter Robson**

Senior Sales Advisor @ Mark Harrod Ltd

T: 01785 594097

E: [peter@markharrod.com](mailto:peter@markharrod.com)

W: [www.markharrod.com](http://www.markharrod.com)

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Stafford  
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