

CHELFORD PARISH COUNCIL

NOTICE OF ANNUAL PARISH COUNCIL MEETING

Date: Tuesday 17th May, 2022

Time: Immediately following Annual Parish Meeting (7:30p.m.)

Venue: Chelford Parish Hall, Knutsford Road, Chelford



Dr. E. M. Maddock PSLCC,
Clerk & Responsible Financial Officer.

Dated 11th May, 2022

In order to keep councillors and other members of the public safe, please do not attend the meeting if you are feeling unwell for any reason or if you have been in contact with anyone who has Covid or Covid symptoms.

All attendees will be expected to respect social distancing preferences of other attendees.

Government guidance available at: <https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19>

AGENDA

To Members of Chelford Parish Council,

You are hereby summoned to attend the Annual Parish Council Meeting, as shown above, to consider and determine the following business:

- 1. Election of Chairman**
 - (a) To elect a Chairman for the 2022/23 civic year.
 - (b) To receive the newly elected Chairman's Declaration of Acceptance of Office.
- 2. Apologies for absence**
- 3. Declarations of Interest**
 - (a) To receive Declarations of Interest in any items on the agenda.
 - (b) To review existing Registration of Interests forms and determine arrangements for updates where required.
- 4. Election of Vice Chairman**
 - (a) To elect a Vice Chairman for the 2022/23 civic year.
- 5. Public Forum for Questions -**
 - (a) To receive questions from members of the public.
 - (b) To receive representations from a resident regarding school transport provision.
 - (c) To receive a summary of issues raised via the Parish Council social media accounts.
- 6. Reports from External Organisations**
 - (a) Chelford Ward Policing Team - To receive a report on matters of interest / concern within the Parish.
 - (b) Cheshire East Ward Member Cllr. M. Asquith - To receive a report on items of interest to the Parish Council.

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7. Minutes

- (a) To approve the Minutes of the meeting held 14th April, 2022 as a correct record.

8. Finance

- (a) To receive and consider the Financial Statement 2022/23 as at 9th May, 2022. (Appendix A)
- (b) To note receipts as listed at Appendix B.
- (c) To approve the payments listed at Appendix C.
- (d) Internal Audit 2021/22
 - i. To receive and consider the Internal Audit Action Plan and determine any actions required in relation thereto. (Appendix D)
 - ii. To receive the Internal Audit Report contained within the Annual Governance and Accountability Return. (Appendix E)
- (e) Final Accounts and Audit Arrangements 2021/22
 - i. To consider and approve the signing of the Annual Governance Statement 2021/22 (Section 1 of the Annual Governance and Accountability Return). (Appendix F)
 - ii. To approve and adopt the 2021/22 Final Accounts and Supporting Notes. (Appendix G)
 - iii. To approve the signing of the Accounting Statements 2021/22 (Section 2 of the Annual Governance and Accountability Return). (Appendix H)
- (f) To review and approve the earmarked reserves currently held by the Parish Council.
- (g) Banking Arrangements
 - i. To review any changes required to the authorised signatories.
 - ii. To review and approve existing direct debit payment arrangements.
 - iii. To review and approve existing standing order arrangements.
- (h) To confirm the actions of the Clerk & Responsible Financial Officer in submitting a VAT reclaim to HMRC in the sum of £1,451.63.
- (i) To consider and approve the financial risk assessment 2022/23. (Appendix I)

9. Annual Review of Parish Council administrative matters

- (a) To consider and determine dates of Parish Council meetings for the 2022/23 civic year.
- (b) To consider renewing the current scheme of delegated authority for the 2022/23 civic year for implementation during periods when holding meetings would present a risk to those attending. (Appendix J)
- (c) To approve that the review of the following matters be deferred to a future meeting:
 - i. Subscriptions to other bodies
 - ii. Asset review
 - iii. Insurance review
 - iv. Review of Parish Council policies.

10. Planning Matters

- (a) To receive and note recent planning decisions issued by Cheshire East Council. (Appendix K)
- (b) To consider the following planning applications - None.
 - i. Any planning applications received following the issue of the agenda may included for discussion if required.

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- (c) To consider the following planning appeal -
 - i. 21/0617M - Former Tithe Barn, The Manor House, Holmes Chapel Road, Chelford. [Also 21/0618M - Listed building consent application]
Conversion and extension of former tithe barn to form swimming pool and associated works to Wisteria Cottage.

11. Assets

- (a) To receive from Members reports of damage or deteriorating condition of Parish Council assets identified during routine cleaning.
- (b) To receive an update relating to the removal of a bench from Dixon Drive.
- (c) To receive an offer of a donation of a memorial bench.
- (d) To receive a summary of issues identified during routine inspections of Chelford Activity Park.
- (e) To receive and consider booking request for use of Chelford Activity Park.
- (f) Chelford Activity Park refurbishment
 - i. To receive and consider feedback from Chelford Primary School relating to the proposed new play area.
 - ii. To receive and consider updates relating to the delivery of the refurbishment work.

12. Highway matters

- (a) To receive updates relating to highway defects reported to Cheshire East Council.
- (b) To receive, if available, quotation for siding out work along Knutsford Road.

13. Correspondence

- (a) To consider specific correspondence received by the Parish Council since the date of the last ordinary meeting and determine such actions as Members consider appropriate thereto -
 - i. Highways winter maintenance top up scheme survey.
 - ii. Town & Parish Council Satisfaction Survey relating to Highways Service.
 - iii. Cheshire East Council - Site Allocations and Development Policies Document: Main Modifications consultation. (Closes: 31/05/22)
[Link to information: <https://cheshireeast-consult.objective.co.uk/portal/planning/cs/sadpd/mmschedule?tab=files>]
 - iv. Cheshire East Council - Updates and outcome relating to the Community Governance Review.
[Link to final outcome: <https://moderngov.cheshireeast.gov.uk/ecminutes/ieListDocuments.aspx?CId=239&MId=9232>]

14. Community Matters

- (a) To receive information relating to the proposed 'happy to chat' benches suggested by a resident at a previous meeting.
- (b) To receive an update on proposed local activities to commemorate the Queen's Platinum Jubilee.

15. Matters for inclusion on next/future meeting agenda

- (a) Several carried forward from previous meetings.

16. Date of next meeting - TBC. (See item 9(a))

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To consider passing a resolution under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press from the meeting for the following item of business on the grounds that it could involve the likely disclosure of exempt information.

17. Matters for consideration including those transferred from above items (as required)

E.M.Maddock

Dr. E. M. Maddock PSLCC,
Clerk & Responsible Financial Officer.

Dated 11th May, 2022

CHELFORD PARISH COUNCIL

APPENDIX A

Financial Statement for 2022/23 as at 17th May, 2022					
Actual 2021/22 £.	Details	2022/23 Budget £.	Actual to Apr. 22 £.	Agenda May 22 £.	Budget Balance £.
	Receipts				
41,913.00	Precept	44,980.00	0.00	22,490.00	22,490.00
0.00	Balances	0.00	0.00		0.00
4.58	Investment Interest	0.00	0.00		0.00
0.00	Sale of Assets	0.00	0.00		0.00
2,745.00	Grants, Donations & Refunds	0.00	0.00		0.00
	Contra Income	0.00	0.00		0.00
1,513.15	V.A.T. Refund	0.00	0.00	1,451.63	211.54
46,175.73	Total Receipts	44,980.00	0.00	23,941.63	22,701.54
	Payments				
10,571.12	Salary (Clerk)	11,125.00	849.10	898.52	9,377.38
278.67	National Insurance (Employer)	310.00	24.81	24.81	260.38
4,691.20	Pension Contributions (Employer)	2,395.00	252.49	203.07	1,939.44
763.41	Allowances (Clerk)	930.00	44.33	56.33	829.34
0.00	Chairman/Member Allowances	0.00	0.00		0.00
130.10	Administration	295.00	0.00		295.00
381.86	Audit Fees (Internal & External)	495.00	0.00	202.50	292.50
567.32	Insurance	750.00	0.00		750.00
60.00	Sect. 137 Donations	360.00	0.00		360.00
40.00	Grants	3,000.00	0.00		3,000.00
0.00	Parish Council Newsletter	150.00	0.00		150.00
62.08	Street Lighting (Electric & Repairs)	280.00	9.87		270.13
43.98	Website	50.00	2.00	2.00	46.00
263.00	Professional Services	2,070.00	0.00		2,070.00
0.00	Advertising	100.00	0.00		100.00
497.20	Subscriptions/Affiliation Fees	620.00	441.00	36.00	143.00
80.00	Training	400.00	0.00		400.00
105.00	Room Hire	350.00	0.00		350.00
2,391.55	Chelford Activity Park - Maintenance	5,900.00	185.66	358.53	5,355.81
1,388.00	Chelford Village - Maintenance	4,500.00	0.00	49.00	4,451.00
40.00	Asset Maintenance	3,900.00	89.95		3,810.05
2,944.03	Asset Purchase	3,000.00	0.00	141.63	2,858.37
0.00	Neighbourhood Plan	500.00	0.00		500.00
0.00	Community Day / Platinum Jubilee	2,500.00	0.00	795.00	1,705.00
143.88	Contingency	1,000.00	11.99	11.99	976.02
1,451.63	V.A.T.		58.41	153.13	
26,894.03	Total Payments	44,980.00	1,969.61	2,932.51	40,289.42

Cash/Bank Reconciliation	01/04/22	01/04/22	17/05/22	31/03/23
Balance B/Fwd.	100,922.28	100,922.28	98,952.67	119,961.79
Add Total Receipts	44,980.00	0.00	23,941.63	22,701.54
Less Total Payments	-44,980.00	-1,969.61	-2,932.51	-40,289.42
Balance C/Fwd.	100,922.28	98,952.67	119,961.79	102,373.91
Cumulative Balances	Balance	Balance	Balance	Balance
	01/04/22	01/04/22	17/05/22	31/03/23
General Funds	37,882.74	35,913.13	56,922.25	39,334.37
Earmarked Reserves	63,039.54	63,039.54	63,039.54	63,039.54
	100,922.28	98,952.67	119,961.79	102,373.91

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CASH/BANK RECONCILIATION AS AT - 17th May, 2022

CASH

Balance Brought Forward 01/04/22	
Current Account	55,093.12
Business Reserve Account	45,829.16
Plus Receipts	23,941.63
	124,863.91
Less Payments	4,902.12
Balance Carried Forward 17/05/22	119,961.79

BANK (Natwest)

Business Reserve Account -	45,829.16	05/04/22
Add income/transfer received since above statement		
	0.00	
	0.00	
Less unrepresented cheques		
	0.00	
	0.00	
	45,829.16	17/05/22
Current Account -	83,397.90	05/05/22
Add income received since above Statement		
	0.00	
	0.00	
Less unrepresented cheques/ Transfer		
Approved (2021/22)	-4,796.40	
Approved (2022/23)	-1,704.36	
For approval	-2,932.51	
Less payments already issued	168.00	
	-9,265.27	
	74,132.63	17/05/22
Total Bank Balances 17/05/22	119,961.79	

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APPENDIX B

Receipts

a. NatWest Bank plc	£0.39	Gross interest - January 2022
b. NatWest Bank plc	£0.35	Gross interest - February 2022
c. NatWest Bank plc	£0.39	Gross interest - March 2022
d. Cheshire East Borough Council	£22,490.00	Precept 2022/23 (50%)
e. H.M. Revenue & Customs	£1,451.63	VAT reclaim 2021/22

[Note: Interest received January / February / March 2022 included in 2021/22 accounts.]

APPENDIX C

Payments for approval

a. Cheque No 001451	Playsafety Limited	£168.00	Annual RoSPA inspection fee
b. Cheque No 001452	Tring Astronomy Centre	£169.95	Speed radar gun
c. Cheque No 001453	E. M. Maddock	£925.77	Salary and allowances: May 22
d. Cheque No 001454	H.M. Revenue & Customs	£38.04	Income tax and National Insurance contributions
e. Cheque No 001455	JDH Business Services Ltd.	£243.00	Internal audit fee 2021/22
f. Cheque No 001456	Northwich Town Council	£58.80	Floral display watering: Apr. 22
g. Cheque No 001457	CPRE	£36.00	Membership fee 2022/23
h. Cheque No 001458	Chelford Social Committee	£795.00	Grant: Platinum Jubilee Event
i. Cheque No 001459	Greenfingers Landscape Ltd.	£243.06	Grounds maintenance: Apr. 22
j. Direct Debit	1&1 IONOS Ltd.	£2.40	Email accounts fee: May 22
k. Standing Order	Cheshire Pension Fund	£252.49	Pension contributions: May 22

APPENDIX D

INTERNAL AUDIT REPORT CHELFORD PARISH COUNCIL 2021/22

ISSUE	RECOMMENDATION	FOLLOW UP
2021/22 internal audit		
No internal control issues identified. The council has maintained a robust set of books and records for the financial year.		

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APPENDIX E

Annual Internal Audit Report 2021/22

CHELFORD PARISH COUNCIL

<http://www.chelfordparishcouncil.org.uk/> (PUBLISHED WEBSITE/WEBPAGE ADDRESS)

During the financial year ended 31 March 2022, 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 2021/22 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 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")		N/A	✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

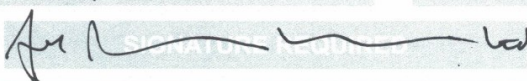
Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY 26/04/2022

JDH BUSINESS SERVICES LTD

Signature of person who carried out the internal audit



Date

27/04/2022

*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).

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APPENDIX F

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

CHELFORD 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 2022, that:

	Agreed		Yes	No*	*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:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<http://www.chelfordparishcouncil.org.uk/> / AVAILABLE WEBSITE/WEBPAGE ADDRESS

CHELFORD PARISH COUNCIL

APPENDIX G

CHELFORD PARISH COUNCIL

Summary Receipts & Payments Account for the year ended 31st March, 2022

2020/21 £.	<u>Receipts</u>	2021/22 £.
41,913.00	Precept	41,913.00
18.64	Investment Interest	4.58
0.00	Sale of assets	0.00
0.00	Grants	0.00
0.00	Insurance settlement	2,745.00
565.28	Unpresented cheques	0.00
478.92	Repayment of income tax credit	0.00
861.42	V.A.T. Refund	1,513.15
<u>43,837.26</u>	Total Receipts	<u>46,175.73</u>
	<u>Payments</u>	
10,186.56	Salary (Clerk)	10,571.12
223.90	National Insurance (Employer)	278.67
0.00	Pension Contributions (Employer)	4,691.20
417.26	Allowances (Clerk)	763.41
0.00	Member Allowances	0.00
110.51	Administration	130.10
369.00	Audit Fees (internal & external)	381.86
558.69	Insurance	567.32
50.00	Donations - Sect. 137	60.00
570.00	Grants	40.00
0.00	Parish Council Newsletter	0.00
65.36	Street Lighting (Electric & Repairs)	62.08
21.66	Website	43.98
1,357.00	Professional Services	263.00
0.00	Advertising	0.00
497.20	Subscriptions / Affiliation Fees	497.20
0.00	Room Hire	105.00
80.00	Training	80.00
2,738.75	Chelford Activity Park - Maintenance	2,391.55
1,372.00	Chelford Village - Maintenance	1,388.00
0.00	Asset Maintenance	40.00
2,168.00	Asset Purchase	2,944.03
0.00	Community Day	0.00
0.00	Neighbourhood Plan	0.00
49.33	Contingency	143.88
1,520.35	V.A.T.	1,451.63
<u>22,355.57</u>	Total Payments	<u>26,894.03</u>

60,158.89	Balance B/Fwd. 01/04/21	81,640.58
43,837.26	Add Total Receipts	46,175.73
-22,355.57	Less Total Payments	-26,894.03
<u>81,640.58</u>	Balance C/Fwd. 31/03/22	<u>100,922.28</u>
	<u>Analysis of Cumulative Funds</u>	
45,824.58	NatWest Business Reserve Account	45,829.16
35,816.00	NatWest Bank Current Account	55,093.12
<u>81,640.58</u>	Total	<u>100,922.28</u>
	<u>Above Funds held for the following purposes:-</u>	
50,208.04	General Funds	37,882.74
31,432.54	Earmarked Reserves	63,039.54
0.00	Capital Reserves	0.00
<u>81,640.58</u>		<u>100,922.28</u>

The above Statement represents fairly the financial position of the Chelford Parish Council as at 31st March, 2022 and reflects its receipts and payments during the year.

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CHELFORD PARISH COUNCIL SUPPORTING NOTES 2021/22

Assets

During the year the following assets were purchased at the cost shown:-

Notice Board (Oak Road)	£1,384.51
Notice Board (Highland Drive)	£1,384.52
Litter picking equipment (10 sets)	£0.00
	<u>£2,769.03</u>

During the year the following assets were disposed of for the amount shown:-

Telephone Kiosk (Knutsford Road)	£0.00
Notice Board (Oak Road)	£0.00
	<u>£0.00</u>

At the 31st March, 2022 the following assets were held:-

Full list of assets & values, following comprehensive review
& identification, in Assets Register

Total value: £86,423.51

Leases

At the year end the following leases were in operation:- None

Borrowings

As at close of business on 31st March, 2022 the following loans to the Council were outstanding:- None

Debts

At the year end the following debts were outstanding and due to the Council.

VAT reclaim	£1,451.63
	<u>£1,451.63</u>

Capital Reserves

None

Earmarked Reserves

Mere Court Improvements	£345.52
Community Project Fund	£18,132.57
Asset Refurbishment Fund	£7,634.00
Democratic Services Fund	£1,000.00
Transparency Code Grant	£117.50
Neighbourhood Plan (PC funds)	£1,222.95
MUGA Maintenance (Parish Plan Grant)	£1,000.00
Tree maintenance work	£1,980.00
Telephone Kiosk - Insurance payout	£2,745.00
Boundary sign replacement project	£8,862.00
Chefford Activity Park - Refurbishment	£20,000.00
	<u>£63,039.54</u>

Tenancies

During the year the following tenancies were held:- None

Section 137 Payments

The limit for spending under Sect. 137 of the Local Government Act 1972 for the Council in the year of account was £8,788.45 and payments made were:-

<u>Payee</u>	<u>Nature of Payment</u>	<u>Amount</u>
RBL Poppy Appeal	Donation	£20.00
RBL Poppy Appeal	Donation	£40.00
		<u>£60.00</u>

Agency Work

During the year the Council undertook the following agency work on behalf of other local authorities:- None

Advertising and Publicity

The following costs for advertising and publicity were incurred during the year:- None

Contingent Liabilities

None

Pensions

For the year of account the Council made the contributions to staff pensions.

2020/21	£2,302.13
2021/22	£2,389.07
	<u>£4,691.20</u>

CHELFORD PARISH COUNCIL

APPENDIX H

Section 2 – Accounting Statements 2021/22 for

CHELFORD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	60,159	81,641	<i>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.</i>
2. (+) Precept or Rates and Levies	41,913	41,913	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	1,924	4,263	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	10,410	15,541	<i>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.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	11,945	11,353	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	81,641	100,923	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	81,641	100,923	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	83,655	86,424	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓
<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>			
<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>			

I certify that for the year ended 31 March 2022 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

SIG. E. M. Maddock RED

Date 18/04/2022

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

CHELFORD PARISH COUNCIL

APPENDIX I

CHELFORD PARISH COUNCIL FINANCIAL RISK ASSESSMENT - 2022/23

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance.	L	In the event of the Clerk being indisposed the Chairman (or other nominated Member) may perform the necessary duties.	Existing procedure adequate. Review when necessary.
	Loss of paper/electronic records.	M	Current files and records kept at the Clerk's home. Regular backup of electronic files is made. Paper documents stored in metal filing cabinets. Approved Minutes scanned and published on website.	Existing procedure adequate.
Precept	Adequacy of precept for Council to carry out its Statutory duties.	H	Budgetary Control statement presented to Council at each meeting.	Existing procedure adequate.
	Requirements not submitted to CEC.	L	Full Minute - RFO to follow up.	Existing procedure adequate.
	Amount not received from CEC.	L	RFO to confirm receipt and Minute at next Meeting of Council.	Existing procedure adequate.
Financial records	Inadequate records.	L	Financial Regulations specify requirements of Council.	Existing procedure adequate. Review Financial Regulations 2022/23.
	Financial irregularities.	L	Internal Audit of accounts by competent, independent person. Regular financial reports are presented to Council. Cheque signatories are separate from person raising the cheque.	Existing procedure adequate. Review bank signatories when change of Councillors/circumstances.
	Inadequate checks.	L	Bank reconciliation produced at each meeting.	Existing procedure adequate. Review Financial Regulations 2022/23.
Bank and banking	Bank mistakes.	L	RFO check all bank statements against Council records and query errors immediately.	Existing procedure adequate.
	Loss.	L	RFO check all bank statements against Council records and query inconsistencies immediately.	Existing procedure adequate.
	Charges.	L	RFO check adequate funds prior to issuing cheques. RFO challenge charges where errors made by bank.	Existing procedure adequate.
Cash	Loss through theft or dishonesty.	L	Cash handling is not encouraged but where cash received - banked within 7 days.	Existing procedure adequate.
Reserves - General	Adequacy.	L	Consider at Budget setting.	Existing procedure adequate.
	Adequacy.	L	Consider at Budget and review of final accounts.	Existing procedure adequate.

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Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Reporting and auditing	Information communication.	L	A monitoring statement is produced regularly before each Council meeting and approved at the meeting. This statement includes bank reconciliation and budget update.	Existing procedure adequate.
	Compliance.	L	An independent internal auditor has been appointed. Annual reports detailing compliance with audit regulations are presented to Council.	Existing procedure adequate.
	Transparency Code.	L	Financial information published by RFO on Parish Council controlled website.	Review requirement to comply annually.
Direct costs & overhead expenses	Goods not supplied but billed.	L	Procurement undertaken in accordance with best practice guidance. RFO to follow up on all orders.	Existing procedure adequate. Review Financial Regulations 2022/23.
	Invoice incorrectly calculated or recorded.	L	RFO to check arithmetic on all invoices and perform bank reconciliations on regular basis.	Existing procedure adequate.
	Cheque payable incorrect (excessive or to wrong party).	L	Signatories initial Stub and Voucher to confirm accuracy.	Existing procedure adequate.
Salaries, pensions and associated costs.	Salary paid incorrectly.	M	Check salary to Minute, check hours and rate to contract. Salary analysis is detailed on the payment vouchers issued.	Existing procedure adequate.
	Wrong deduction of NI and Tax.	M	NI and Tax deductions are calculated using the HMRC PAYE RTI System which is regularly updated. Check PAYE calculations.	Existing procedure adequate.
	Unpaid Tax and NI contributions to Inland Revenue.	L	Payments are made to HMRC by cheque and detailed in the financial statements presented to Council.	Existing procedure adequate.
Employees.	Loss of clerk.	L	Hours, health, stress, training, long term sick, early departure - risk monitored and managed as appropriate.	Existing procedure adequate. Review annually.
	Fraud by employee.	L	Fidelity Guarantee value reviewed annually and insurance cover arranged.	Existing procedure adequate.
	Actions taken by staff.	L	Relevant training, resources and access to professional advice made available to Clerk.	Existing procedure adequate.
VAT	VAT analysis.	L	All items analysed in cash book. Analysis presented to Council at each meeting.	Existing procedure adequate.
	Claimed within time limits.	L	VAT reclaim submitted annually at year end.	Existing procedure adequate.
Legal powers	Illegal activity or payments.	M	All activity and payments within the powers of the Parish Council to be resolved and minuted at Parish Council Meetings. Relevant procedures set out in Standing Orders and Financial Regulations.	Existing procedure adequate. Review Standing Orders and Financial Regulations 2022/23.

CHELFORD PARISH COUNCIL

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Supplier (procurement) fraud	Loss through supplier fraud	L	<p>Training for staff to alert them to potential risks of providing sensitive company information, by telephone or other means, especially contract and account information.</p> <p>All supplier detail changes to be verified using contact details held by Parish Council.</p> <p>Periodic review of supplier accounts to remove any dormant accounts.</p> <p>Periodic review of supplier address and financial health details with Companies House.</p> <p>Review insurance provision.</p>	<p>Review training needs 2022/23.</p> <p>Existing procedure adequate.</p> <p>Existing procedure adequate.</p> <p>Existing procedure adequate.</p> <p>Review 2022/23.</p>

CHELFORD PARISH COUNCIL

APPENDIX J

SCHEME OF DELEGATED AUTHORITY

A scheme of delegated authority was approved in July 2021 (see minute extract below) to ensure that Parish Council business was not unnecessarily interrupted due to Covid-19.

Given the continued impact of Covid-19, together with other potential risks, Members should consider renewing the existing scheme of delegation to minimise potential threats to business continuity. The scheme of delegated authority would be implemented in response to a risk assessment and consultation with Members.

- RECOMMENDATION:**
- (a) That the scheme of delegated authority (as described in the Minutes of the meeting held 8th July, 2021) be renewed for the 2022/23 civic year.**
 - (b) That for the avoidance of doubt, clause (b) be clarified by the addition of the following: "...by either email or, where appropriate (including upon request by Members), a duly convened All Member Working Group."**

Extract from minutes of meeting held 8th July, 2021:

15(b) Arrangements for business continuity - The Clerk reported that it would be prudent for the Parish Council to make arrangements for the continuation of business should Covid-19 restrictions be re-introduced or that the risk of holding face-to-face meetings be considered high.

- 063/21 RESOLVED**
- (a) That the Clerk & Responsible Financial Officer shall have delegated authority to exercise any function that would normally be exercised by the Parish Council excepting any function which statute prescribes may only be exercised by Full Council.**
 - (b) That authority under (a) may only be exercised having received counsel from Members.**
 - (c) That an All Member Working Group be established comprising all members with a remit to advise the Clerk on issues requiring attention.**
 - (d) That except when discussing matters where publicity would be prejudicial to the public interest (as defined in the Public Bodies (Admission to Meetings) Act 1960) working group meetings shall be open to the public to view and, at an appropriate time, participate.**
 - (e) The authority granted under (a) shall have effect until the next Annual Meeting.**
 - (f) All decisions taken under (a) shall be submitted to and ratified by Full Council at the first meeting following exercise of the delegated authority.**
 - (g) The authority under (a) shall not affect any authority which is already delegated through Standing Orders, Financial Regulations, existing policy or previous resolution and any conditions attached thereto shall continue to have effect.**

(All in favour)

CHELFORD PARISH COUNCIL

APPENDIX K

Outstanding planning applications & recent planning decisions

- 19/2936W - Dingle Bank Quarry, Holmes Chapel Road, Lower Withington. SK11 9DR
Variation of Condition 4 on application 16/3064W - Variation of Conditions 2, 4 and 5 of permission 10/3080W.
DECISION STATUS - Undecided
- 19/4049M - Land at former Chelford Agricultural Centre, Dixon Drive, Chelford.
Non-material amendment to approved application 18/0171M.
DECISION STATUS - Undecided
- 19/5674M - The Coach House, Peover Lane, Chelford. SK11 9AN
Planning permission for replacement of the existing Gardener's Cottage, together with ancillary garaging/store and garden building and associated works.
DECISION STATUS - Undecided
- 20/3607M - Eddie Stobart Ltd, Knutsford Road, Chelford. SK11 9AS
Amendment to s106 (release the local connection criteria for the Shared Ownership units) on application 16/0504M - Reserved matters application for access, appearance, landscaping, layout and scale following approval 13/4640M.
DECISION STATUS - Undecided
- 20/5353M - 4 Station Road, Chelford. SK11 9AX
Single storey rear and side extension.
DECISION STATUS - Undecided
- 20/5564M - The Gardener's Cottage, Peover Lane, Chelford. SK11 9AN
Certificate of lawful development for two storey extension, single storey side extension, alterations to the roof and new porch, together with 2no. free standing buildings to be used for purposes incidental to the enjoyment of the dwellinghouse.
DECISION STATUS - Undecided
- 21/1729D - Former Mere Farm Quarry, Chelford Road, Nether Alderley. SK10 4SZ
Discharge of conditions 5, 8, 9, 11, 12, 16, 21, 22, 23 and 24 on approval 19/2513M for delivery of watersports and outdoor activity centre including new vehicular access, car parking and multi-use building.
DECISION STATUS - Undecided
- 21/4979M - 23 Wheat Moss, Chelford. SK11 9SP
Single storey / two storey extension to side of house. Extend driveway and form new garden wall.
DECISION STATUS - Approved with conditions (14/04/22)
- 21/4993M - Grangelands, 2 Grangewood Drive, Chelford. SK11 9BY
Demolition of conservatory and construction of two storey rear extension and single storey front / side extension.
DECISION STATUS - Undecided
- 21/6410M - Land between Newcroft and Willow Glade, Peover Lane, Chelford.
Outline planning application for the erection of two houses with all matters apart from access reserved.
DECISION STATUS - Undecided

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- 22/0501M - Chelford House, Chelford Road, Chelford. SK11 9AH
Conversion of domestic outbuilding (former stables) to form ancillary accommodation for staff.
[22/0502M - Listed Building Consent application for above proposed development]
DECISION STATUS - Undecided
- 22/0686M - 22 Broomfield Close, Chelford. SK11 9SL
Detached garage. Removal of existing boundary wall that has vertical structural cracks and is out of vertical alignment. New 1.83m high post and panel fence positioned 600mm out from face of existing wall.
DECISION STATUS - Undecided
- 22/0946M - 8 Dixon Drive, Chelford. SK11 9BU
Proposed front, rear and side extension with loft conversion.
DECISION STATUS - Undecided
- 22/1336M - 4 Wheat Moss, Chelford. SK11 9SP
Detached garden room and store to front side of house.
DECISION STATUS - Undecided