

Chelford Parish Council

Notice of Annual Parish Council Meeting

Date: Thursday 8th May, 2025

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

Venue: Chelford Primary School, Oak Road, Chelford.

E.M.Maddock

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

Dated 30th April, 2025

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, flu or Covid/flu symptoms.

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

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 2025/26 civic year.
- (b) To receive the newly elected Chairman's Declaration of Acceptance of Office.

2. Election of Vice Chairman

- (a) To elect a Vice Chairman for the 2025/26 civic year.

3. Apologies for absence

4. Declarations of Interest

- (a) To receive Declarations of Interest in any items on the agenda.
- (b) To remind Members to check previously submitted Registration of Interests forms and inform the Clerk if any updates are required.
[Current forms available at: <https://chelfordparishcouncil.org.uk/parish-councillors/>]

5. Public Forum for Questions

- (a) To receive questions from members of the public.
- (b) To receive a summary of issues raised via the Parish Council social media account.

6. Cheshire East Ward Member: Cllr. A. Harrison

- (a) To receive a report on items of interest to the Parish Council.

7. Minutes

- (a) To approve the Minutes of the Parish Council meeting held 10th April, 2025 as a correct record and approve signing by the Chairman.

8. Finance

- (a) To receive and consider the Financial Statement 2025/26 as at 8th May, 2025 (Appendix A)
- (b) To note receipts as listed at Appendix B.

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- (c) To approve the payments listed at Appendix C.
- (d) Internal Audit 2024/25
 - i. To receive the Internal Audit Report contained within the Annual Governance and Accountability Return. (Appendix D)
 - ii. To receive and consider the Internal Audit Action Plan. (Appendix E)
 - iii. To receive and consider query raised during the internal audit process and determine actions to address. (Appendix F)
- (e) Final Accounts and Audit Arrangements 2024/25
 - i. To consider and approve the signing of the Annual Governance Statement 2024/25 (Section 1 of the Annual Governance and Accountability Return). (Appendix G)
 - ii. To approve and adopt the 2024/25 Final Accounts and Supporting Notes. (Appendix H)
 - iii. To approve the signing of the Accounting Statements 2024/25 (Section 2 of the Annual Governance and Accountability Return). (Appendix I)
- (f) To receive and consider the updates to the Practitioners' Guide 2025 which will be part of the basis for audit for 2025/26 and determine actions required in respect thereof. (Appendix J)
- (g) To note earmarked reserves currently held by the Parish Council were reviewed and confirmed at the meeting held 13th March, 2025.
- (h) Banking Arrangements
 - i. To review any changes required to the authorised signatories.
 - ii. To review and approve existing direct debit payment arrangements. [Existing: 1&1 IONOS, npower; Information Commissioner's Office]
 - iii. To review and approve existing standing order arrangements. [Existing: Cheshire Pension Fund]
- (i) To nominate a Member (other than the Chairman or a cheque signatory) to undertake the quarterly bank reconciliation verification.
- (j) To consider and approve the financial risk assessment 2025/26. (Appendix K)
- (k) To confirm the actions of the Clerk & Responsible Financial Officer in submitting a VAT reclaim to HMRC in the sum of £4,265.44.
- (l) To confirm the actions of the Clerk & Responsible Financial Officer in submitting the Community Infrastructure Levy Monitoring Report 2024/25 to Cheshire East Council. [Copy of report available at: <https://chelfordparishcouncil.org.uk/financial-information/>]
- (m) To receive updates relating to s.106 funds available to Chelford parish.

9. Annual Review of Parish Council administrative matters

- (a) To consider renewing the current scheme of delegated authority for implementation during periods when holding meetings would present a risk to those attending. (Appendix L)
- (b) To confirm that no committees are appointed by the Parish Council.
- (c) To review and approve updates to standing orders and financial regulations. (Appendix M)
[Existing policies available at: <https://chelfordparishcouncil.org.uk/policies/>]
- (d) To note that the Parish Council holds a service arrangement with Northwich Town Council for the delivery of grounds maintenance and floral displays.

Chelford Parish Council

- (e) To note that no Members of the Parish Council are appointed as representatives to work with external bodies.
- (f) To record that the Parish Council is not eligible to exercise the general power of competence.
- (g) To review the inventory of Parish Council assets and confirm insurance requirements in respect of all insurable risks. (Appendix N)
- (h) To review and confirm scope of insurance cover held by Parish Council. (Appendix O)
- (i) To review subscriptions to other bodies.
[Current: Cheshire Association of Local Councils, Cheshire Community Action, CPRE]
- (j) To review and approve the Parish Council complaints procedure.
[Copy at: <https://chelfordparishcouncil.org.uk/policies/>]
- (k) To review and approve the Parish Council procedures relating to grievance and discipline. [Copies at: <https://chelfordparishcouncil.org.uk/policies/>]
- (l) To review and approve the Parish Council policies relating to information handling.
[Copies at: <https://chelfordparishcouncil.org.uk/policies/> - Privacy notice (general); Privacy notice (Role Holders); Subject access policy; Freedom of information publication scheme; Information and data retention and disposal policy]
- (m) To review and approve the Parish Council policy relating to social media.
[Copy at: <https://chelfordparishcouncil.org.uk/policies/>]
- (n) To review and approve the Parish Council grant awarding policy.
[Copy at: <https://chelfordparishcouncil.org.uk/policies/>]
- (o) To note and record that the Investment Strategy and Treasury Management Strategy was reviewed and approved at the March 2025 meeting.
- (p) To record that payments were made in 2024/25 under s.137 provisions in the sum of £70.00.
- (q) To confirm the dates of Parish Council meetings for the 2025/26 civic year.
[Proposed: 12th June, 2025; 10th July, 2025; 14th August, 2025; 11th September, 2025; 9th October, 2025; 13th November, 2025; 11th December, 2025; 8th January, 2026; 12th February, 2026; 12th March, 2026; 9th April, 2026; 14th May, 2026]

10. Planning & Licensing Matters

- (a) To receive and consider recent planning decisions issued by Cheshire East Council in respect of development within the Parish and any updates relating to outstanding applications. (Appendix P)
- (b) To consider the following planning applications:
 - i. 25/1269/TPO: 1 Mere Court, Chelford. SK11 9EB
Removal of TPO Yew tree (T3) to increase light levels and improve health of surrounding trees and plant life.
 - ii. 25/1301/NMA: 106 Dixon Drive, Chelford. SK11 9BX
Non-material amendment to approval 24/4924/HOUS.
 - iii. Any planning applications received following the issue of the agenda may be included for discussion if required.
- (c) To consider the following planning appeal:
 - i. 24/4781/HOUS: 1 Yewtree Cottage, Alderley Road, Chelford. SK11 9AP
Proposed two-storey side and single storey rear extension. Alterations to existing access to widen driveway.

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11. Chelford Activity Park

- (a) To receive a summary of issues identified during routine inspections of the site.
- (b) To receive and consider issues contained within the tree inspection report and determine actions required to address recommendations. (Appendix Q)
- (c) To receive and consider issues contained within the annual RoSPA inspection report and determine actions required to address identified defects. (Appendix R)
- (d) To receive and consider updates relating to the delivery of the refurbishment work and associated phase one remedial work.
- (e) To receive updates relating to the suggestion to improve the bike track.
- (f) To note that the booking, previously approved for use of the picnic area on 14th June, 2025, has been cancelled.

12. Assets and Parish Council projects

- (a) To receive updates relating to ongoing Parish Council projects. (Appendix S)
- (b) To approve the purchase of bags for the dog poo bag dispensers.
[2 cases (800 bags each) (inc. delivery) = £64.90]
- (c) To note that the notice board mounted at Chelford Corner Shoppe, Peover Lane has been painted.

13. Highway matters

- (a) To receive new highway defects for attention from Members.
- (b) To receive updates relating to ongoing highway matters. (Appendix T)
- (c) To receive updates relating to ongoing highway priority issues. (Appendix U)

14. 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. Cheshire East Council: Lane Rental Scheme Consultation 2025.
[Link to information: <https://surveys.cheshireeast.gov.uk/s/Q3FTBS/?m=86873643encup>]
 - ii. Cheshire Association of Local Councils: State of the Local Council Sector Survey 2025. Survey extract at Appendix V.
 - iii. Cheshire Police and Crime Commissioner: Hotspot policing scheme.
 - iv. Cheshire Association of Local Councils: Invitation to submit motion for discussion at the Annual Meeting.
 - v. Cheshire East Council: Local List Supplementary Planning Document consultation. (Closes: 11/06/25)
[Link to information: <https://cheshireeast.oc2.uk/document/1/1#d37>]

15. Reports from external meetings

- (a) Crewe to Manchester Community Rail Partnership Steering Group. (10/04/25)
- (b) Manchester Airport – Parish Council Forum. (07/05/25)

16. Legislative changes

- (a) To receive and consider updates relating to the following new legislation:
 - i. The Separation of Waste (England) Regulations 2025.
 - ii. The Terrorism (Protection of Premises) Act 2025.

Chelford Parish Council

17. Community Matters

- (a) To receive a report from the Chelford Ward Policing Team on matters of interest or concern within the Parish.
- (b) To receive an update on community speed watch activities.
- (c) To confirm approval for the content of newsletter edition 26.
- (d) To receive and consider updates relating to broadband upgrades within Parish.
- (e) To receive and consider updates relating to activities to mark Railway 200 (200th anniversary of the railways).

18. Co-option of Parish Councillor

- (a) To consider the co-option of new parish councillor (1).

19. Matters for inclusion on next/future meeting agenda

20. Dates of next meeting: To note date of meeting: TBC

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.

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

E.M.Maddock

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

Dated 30th April, 2025

Chelford Parish Council

APPENDIX A

Financial Statement – 2025/26 as at 8 th May 2025					
Actual 2024/25 £	Details	2025/26 Budget £	Actual to Apr. 25 £	Agenda May. 25 £	Budget Balance £
	Receipts				
50,949.00	Precept	53,587.00	26,793.50		26,793.50
0.00	Balances	5,000.00	0.00		0.00
3,951.23	Investment interest	0.00	0.00	202.13	0.00
0.00	Sale of assets	0.00	0.00		0.00
5,196.92	Grants, donations & refunds	0.00	0.00		0.00
1,768.75	Newsletter advertising	1,625.00	0.00		0.00
1,250.00	Unpresented cheque (2023/24)	0.00	0.00		0.00
2,009.79	VAT refund	0.00	0.00		213.80
65,125.69	Total receipts	60,212.00	26,793.50	202.13	27,007.30
	Payments				
15,263.88	Salary (Clerk)	16,931.00	1,424.28	1,424.28	14,082.44
891.45	National Insurance (Employer)	1,655.00	155.72	155.72	1,343.56
3,373.29	Pension contributions (Employer)	3,462.00	306.22	306.22	2,849.56
785.41	Allowances (Clerk)	1,000.00	76.63	76.63	846.74
227.34	Administration	350.00	0.00		350.00
0.00	Chairman/Member allowances	0.00	0.00		0.00
579.00	Audit fees (internal & external)	590.00	0.00	278.00	312.00
731.92	Insurance	1,000.00	0.00		1,000.00
70.00	Donations (inc. s.137)	370.00	0.00		370.00
710.00	Grants	3,000.00	0.00		3,000.00
1,602.65	Newsletter	1,678.00	0.00		1,678.00
103.29	Street lighting	380.00	0.00		380.00
98.00	Website	146.00	8.50	5.00	132.50
293.00	Professional services	2,155.00	0.00		2,155.00
0.00	Advertising	100.00	0.00		100.00
636.72	Subscriptions/affiliation fees	670.00	564.66		105.34
355.00	Room hire	420.00	0.00		420.00
195.00	Training	550.00	0.00		550.00
7,685.96	Chelford Activity Park maintenance	9,420.00	449.99	540.00	8,430.01
2,697.50	Chelford Village maintenance	6,035.00	0.00		6,035.00
10,932.92	Assets – purchase	5,000.00	0.00		5,000.00
440.34	Assets – maintenance	3,800.00	0.00		3,800.00
0.00	Community Events	500.00	0.00		500.00
0.00	Contingency	1,000.00	0.00		1,000.00
4,265.44	VAT		49.20	164.60	
51,938.11	Total payments	60,212.00	3,035.20	2,950.45	54,440.15

Cash/Bank reconciliation	01/04/25	10/04/25	08/05/25	31/03/26
Balance B/Fwd	132,592.53	132,592.53	156,350.83	153,602.51
Add total receipts	60,212.00	26,793.50	202.13	27,007.30
Less total payments	60,212.00	3,035.20	2,950.45	54,440.15
Balance C/Fwd	132,592.53	156,350.83	153,602.51	126,169.66
Cumulative balances	Balance	Balance	Balance	Balance
	01/04/25	10/04/25	08/05/25	31/03/26
General funds	61,949.57	85,707.87	82,959.55	55,526.70
Earmarked reserves	70,642.96	70,642.96	70,642.96	70,642.96
	132,592.53	156,350.83	153,602.51	126,169.66

Chelford Parish Council

Cash/Bank Reconciliation as at 8th May, 2025

Cash

Balance brought forward 01/04/25		
Current Account	-419.29	
Business Reserve Account	20,174.23	
Liquidity Manager Account	31,237.36	
Skipton Building Society	81,600.23	
	132,592.53	
Plus receipts	26,995.63	
Less payments	5,985.65	
Balance carried forward 08/05/25	153,602.51	

Bank (NatWest)

Current Account	40,952.24		04/04/25
Add receipts/transfer since above statement			
	0.00	0.00	
Less unpresented cheques			
Approved (2024/25)	-13,584.03		
Approved (2025/26)	-3,029.20		
For approval	-2,950.45	-19,563.68	
		21,388.56	08/05/25
Business Reserve Account	19,376.36		04/04/25
Add receipts/transfer since above statement			
	0.00	0.00	
Less unpresented cheques			
	0.00	0.00	
		19,376.36	08/05/25
Liquidity Manager Account (35 day)	31,237.36		04/04/25
Add receipts/transfer since above statement			
	0.00	0.00	
Less unpresented cheques			
	0.00	0.00	
		31,237.36	08/05/25
Skipton Building Society			
Community Saver Account	81,600.23		31/03/25
Add receipts/transfer since above statement			
	0.00	0.00	
Less unpresented cheques			
	0.00	0.00	
		81,600.23	08/05/25
Total bank balances 08/05/25		153,602.51	

Chelford Parish Council

APPENDIX B

Receipts

Skipton Building Society	£202.13	Gross interest – March, 2025
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APPENDIX C

Payments for approval

Direct Debit	1&1 IONOS	£6.00	Web hosting: Apr.-May 2025 [A]
Cheque No 001666	E. M. Maddock	£1,316.80	Salary and allowances: Apr. 25 [B]
Cheque No 001667	H.M. Revenue & Customs	£261.49	PAYE payments [C]
Cheque No 001668	JDH Business Services Ltd.	£333.60	Internal audit fee 2024/25 [D]
Cheque No 001669	Glendale Countryside Ltd.	£360.00	Tree safety inspection [E]
Cheque No 001670	Playsafety Limited	£288.00	RoSPA inspection [E]
Standing Order	Cheshire Pension Fund	£384.56	Pension contributions: May. 25 [F]

[A] Local Government Act 1972 s.142

[B] Local Government Act 1972 s.112

[C] The Income Tax (Pay As You Earn) Regulations 2003 s.67G

[D] The Accounts and Audit Regulations 2025 s.5

[E] Public Health Act 1875 s.164; Local Government Act 1972 Sch. 14 para.27

[F] Pension Act 2008 s.3

Chelford Parish Council

APPENDIX D

Annual Internal Audit Report 2024/25

Chelford Parish Council

chelfordparishcouncil.org.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.	✓		Subject to issue 1-3 in internal audit report
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

DD/MM/YYYY 10/04/2025 DD/MM/YYYY

Name of person who carried out the internal audit

JDM BUSINESS SERVICES LTD

Signature of person who carried out the internal audit

[Signature]

Date

11/04/2025

*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).

Chelford Parish Council

APPENDIX E

Internal audit 2024/25: Action Plan

ISSUE: General reserves have increased significantly over the prior year to £61,951 and at the year-end were in excess of 100% of the precept level. Sector guidance is that councils should aim for a general reserve level of between 25% and 100% of the precept or net operating expenditure.

AUDIT RECOMMENDATION: The council should review the level of general reserves during the budget setting process with reference to sector guidance.

RECOMMENDATION FOR PARISH COUNCIL RESPONSE:

The above issue is received and duly noted. Reserves were reviewed during the 2024/25 budget setting process. Further reviews of general and earmarked reserves will take place during the budget setting process in November/December 2025.

Chelford Parish Council

APPENDIX F

Audit Query: Chelford Community Newsletter

A query has been raised by the Internal Auditor in respect of inclusion of material within the newsletter which can be considered to advertise commercial organisations and the associated financial receipts.

The Internal Auditor is aware of advice being provided by National Association of Local Councils (NALC) to Parishes in other areas as follows:

“NALC have advised that the legal issue in their view is that local councils have no power to carry commercial advertising. Section 142 (1) of the Local Government 1972 Act enables local councils to carry or provide information (as such, advertising) concerning the services available within the council's area provided by the council or other local authorities and other authorities specified in subsection (1B) or by government bodies or charities and other voluntary organisations and other information relating to the functions of the relevant council (for example, details of burial charges). NALC's view of the section is that local councils could advertise community organisations that come within the section 142 definition on their websites and newsletters etc but they cannot advertise local businesses or commercial organisations.”

On the advice of the internal auditor I have followed this issue up and requested a legal opinion from SLCC appointed Legal Consultants who hold the following view:

“We agree with NALC that there is no power for the Parish Council to accept commercial advertising in their newsletter. It is in order to provide information and local news but it cannot be seen to be supporting any commercial organisation in its publications, nor to undertake what is in theory a commercial enterprise.

“A Parish Council can support a publication run by a third party (voluntary community group for instance) using s 137 grants if it is considered to be in the interests of the community for it to do so.”

Given that the legal consultants of two sector bodies (i.e. NALC and SLCC) both confirm that inclusion of material in the newsletter which can be considered to be advertising commercial organisations is not permitted it is necessary for the Parish Council to consider options to regularise the current position.

Options (based on an assumption that production of a newsletter is to continue)

A. Continue producing the newsletter in the current format, i.e. including material advertising local businesses or commercial organisations, by transferring all administration of and responsibility for the newsletter to a third party voluntary organisation.

B. Remove all material from the newsletter which can be perceived as advertising local businesses or commercial organisations and retain administration within the Parish Council remit.

Chelford Parish Council

APPENDIX G

Section 1 – Annual Governance Statement 2024/25

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 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:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Chelford Parish Council

APPENDIX H

Summary Receipts & Payments Account for the year ended 31st March, 2025

2023/24 £.	<u>Receipts</u>	2024/25 £.
47,498.00	Precept	50,949.00
2,971.19	Investment Interest	3,951.23
0.00	Sale of assets	0.00
0.00	Grants	5,196.92
1,651.75	Newsletter advertising	1,768.75
0.00	Unpresented cheque 2023/24	1,250.00
<u>2,698.09</u>	V.A.T. Refund	<u>2,009.79</u>
<u>54,819.03</u>	Total Receipts	<u>65,125.69</u>
	<u>Payments</u>	
13,797.21	Salary (Clerk)	15,263.88
689.07	National Insurance (Employer)	891.45
3,049.16	Pension Contributions (Employer)	3,373.29
815.26	Allowances (Clerk)	785.41
0.00	Member Allowances	0.00
139.19	Administration	227.34
435.00	Audit Fees (internal & external)	579.00
629.44	Insurance	731.92
70.00	Donations - Sect. 137	70.00
200.00	Grants	710.00
1,539.15	Parish Council Newsletter	1,602.65
98.14	Street Lighting (Electric & Repairs)	103.29
64.98	Website	98.00
1,986.00	Professional Services	293.00
0.00	Advertising	0.00
574.25	Subscriptions / Affiliation Fees	636.72
347.50	Room Hire	355.00
270.00	Training	195.00
4,348.42	Chelford Activity Park - Maintenance	7,685.96
2,619.50	Chelford Village - Maintenance	2,697.50
815.00	Asset Maintenance	440.34
2,015.06	Asset Purchase	10,932.92
499.88	Community Day	0.00
0.00	Neighbourhood Plan	0.00
64.62	Contingency	0.00
<u>2,009.79</u>	V.A.T.	<u>4,265.44</u>
<u>37,076.62</u>	Total Payments	<u>51,938.11</u>

101,662.54	Balance B/Fwd. 01/04/24	119,404.95
54,819.03	Add Total Receipts	65,125.69
<u>-37,076.62</u>	Less Total Payments	<u>-51,938.11</u>
<u>119,404.95</u>	Balance C/Fwd. 31/03/25	<u>132,592.53</u>
	<u>Analysis of Cumulative Funds</u>	
2,177.90	NatWest Business Reserve Account	20,174.23
5,333.82	NatWest Bank Current Account	-419.29
30,293.00	NatWest Liquidity Manager Account	31,237.36
81,600.23	Skipton Building Society	81,600.23
<u>119,404.95</u>	Total	<u>132,592.53</u>
	<u>Above Funds held for the following purposes:-</u>	
46,822.19	General Funds	61,949.57
72,582.76	Earmarked Reserves	70,642.96
0.00	Capital Reserves	0.00
<u>119,404.95</u>		<u>132,592.53</u>

The above Statement represents fairly the financial position of the Chelford Parish Council as at 31st March, 2025 and reflects its receipts and payments during the year.

Chelford Parish Council

Chelford Parish Council – Supporting Notes 2024/25

Assets

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

Noticeboard	£3,255.62
Dog poo bag dispensers	£952.75
Benches (4)	£6,724.55
	<u>£10,932.92</u>

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

None	£0.00
	<u>£0.00</u>

At the 31st March, 2025 the following assets were held:-

Full list within assets register	Total value: <u>£107,417.63</u>
----------------------------------	---------------------------------

Leases

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

Borrowings

As at close of business on 31st March, 2025 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	£4,265.44
	<u>£4,265.44</u>

Capital Reserves

None

Earmarked Reserves

Democratic Services Fund	£5,000.00
Mere Court Improvements	£345.52
MUGA Maintenance (Parish Plan Grant)	£1,000.00
Neighbourhood Plan (PC funds)	£1,222.95
Tree maintenance work	£3,000.00
Chelford Activity Park - Refurbishment	£10,000.00
Chelford Activity Park – Boundary Review	£5,000.00
Asset Refurbishment Fund	£8,000.00
Telephone Kiosk (Insurance)	£2,745.00
Highway safety projects	£10,000.00
Community Project Fund	£18,132.57
Speed indicator device (Insurance)	£5,196.92
Bike track (work order issued)	£1,000.00
	<u>£70,642.96</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 £14,474.59 and payments made were:-

<u>Payee</u>	<u>Nature of Payment</u>	<u>Amount</u>
RBL Poppy Appeal	Donation	£25.00
RBL Poppy Appeal	Donation	£45.00
		<u>£70.00</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

Pensions For the year of account the Council made the contributions to staff pensions of £3,373.29

Contingent Liabilities

None

Chelford Parish Council

APPENDIX I

Section 2 – Accounting Statements 2024/25 for

CHELFORD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	101,662	119,405	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	47,498	50,949	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	7,321	14,177	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	17,535	19,529	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	19,541	32,409	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	119,405	132,593	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	119,405	132,593	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.
9. Total fixed assets plus long term investments and assets	96,485	107,418	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)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	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

SIGNATURE REQUIRED

Date

07/04/2025

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Chelford Parish Council

APPENDIX J

Updates to Practitioners' Guide 2025

The Smaller Authorities Proper Practices Panel has issued the 2025/26 Practitioners' Guide which will form the basis of audit processes for the 2025/26 financial year. A number of changes have been made which the Parish Council need to review and, where appropriate, approve actions to meet the revised requirements.

Assertion 1: Financial management and preparation of accounting statements

Update: The proper segregation of duties means that the Chairman of the authority or of the Finance Committee should never be appointed (even on a short-term basis) either as Clerk or as RFO; other members may perform these roles, unpaid, on a short-term basis providing appropriate safeguards are in place or if their appointment is unavoidable to ensure statutory functions continue to be fulfilled.

Recommended action: No action required at this time. The proper practices should be observed should the Clerk/RFO role become vacant or the Clerk/RFO become temporarily incapacitated.

Assertion 10: Digital and data compliance

Update: Assertion 10 is new for 2025/26 and includes the following:

Item 1: Email management – every authority must have generic email accounts hosted on an authority owned domain.

Item 2: All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.

Item 3: All websites must meet the Web Content Accessibility Guidelines 2.2AA and the Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018 (where applicable).

Item 4: All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency code for smaller authorities (where applicable).

Item 5: All smaller authorities must follow both the General Data Protection Regulation (GDPR) 2016 and Data Protection Act (DPA) 2018.

Item 6: All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.

Item 7: The DPA 2018 supplements the GDPR and classifies an authority as both a Data Controller and a Data Processor.

Item 8: All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone – clerks, members and other staff – should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

Chelford Parish Council

Recommended actions:

1. The Parish Council holds an authority owned domain and associated email accounts which meets item 1. It should be noted, however, that the 2025 guidance has strengthened the advice regarding use of gov.uk domains from 'are advised to use' to 'it is best practice to use' and it is expected that at a future date it may become mandatory to use such domains. Consideration should be given to if/when transfer to a gov.uk domain should be undertaken.
2. No further action required at this time in respect of item 2. The Parish Council has a website and publishes required information.
3. Clerk has attended training (29/04/25 and 07/05/25) regarding matters relating to item 3 and will be implementing any necessary changes in the near future.
4. A review will be undertaken, in conjunction with actions arising from item 3, to ensure all required material is published as required by item 4.
5. Policies relating to item 5 will be reviewed at agenda item 9.
Sector guidance notes that authority owned email accounts provide a clear record of communications, help to maintain an audit trail and ensures all authority-related communications are accessible for review if needed. Use of gov.uk domains helps to maintain a consistent and professional image for the authority and ensures all communications are easily identifiable as coming from the authority. This is increasingly important as cyber scams are on the rise.
6. Item 6 can be met by adhering to relevant adopted policies.
7. No further action required at this time in respect of item 7. The Parish Council is registered with the Information Commissioner's Office (current registration expires 11/02/2026).
8. Item 8 requires the Parish Council to adopt an IT policy. An example policy has been provided by the The Smaller Authorities Proper Practices Panel which will be reviewed for consideration and adoption at a future meeting.

Chelford Parish Council

APPENDIX K

Financial Risk Management Record – 2025/26

The following risk assessment sets out risks which the Council may encounter during the year. The list is not exhaustive and additional items may be added throughout the year as circumstances require.

Priority of risk management				
Likelihood of occurrence	Highly Likely (score 3)	Medium (3 x 1)	High (3 x 2)	Very High (3 x 3)
	Possible (score 2)	Low (2 x 1)	Medium (2 x 2)	High (2 x 3)
	Unlikely (score 1)	Very low (1 x 1)	Low (1 x 2)	Medium (1 x 3)
		Negligible (score 1)	Moderate (score 2)	Severe (score 3)
Impact				

Risk area	Risk identified	Level of risk			Management of risk	Action required	Review date
		Likelihood	Impact	Risk score			
Section one: Areas where there may be scope to use insurance to help manage risk							
Property and contents owned by the council	Loss or damage	2	2	4	An up-to-date register of assets and investments	Review bi-annually by council, annually by internal auditor. Check website list correct as of 31/03/25	Nov. 25
Damage to third party property or individuals	Public liability	2	3	6	Property maintenance and insurance cover	Insurance held with Zurich Municipal, reviewed and renewed annually by council, reviewed internal auditor	Mar. 26
Consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by third party	Public liability	2	2	4	Annual review of risk and the adequacy of cover	Value of insurance held reviewed annually by council and internal auditor	Mar. 26
Loss of cash through theft or dishonesty	Fidelity guarantee	1	2	2	Cash handling is not encouraged but where case is received – banked within 7 days	Insurance held with Zurich Municipal, reviewed and renewed annually by council, reviewed internal auditor	Mar. 26

Chelford Parish Council

Risk area	Risk identified	Level of risk			Management of risk	Action required	Review date
		Likelihood	Impact	Risk score			
Legal liability as consequence of asset ownership	Public liability	2	2	4	Property maintenance and insurance cover	All assets covered by insurance. Assets reviewed at least annually and maintenance arranged upon identification of defect.	Nov. 25
Section two: Working with others to help manage risk							
Security for vulnerable buildings, amenities or equipment		1	2	2	Property maintenance and insurance cover	Inspection regime – councillors and clerk carry out ongoing checks of assets.	Nov. 25
The provision of services being carried out under agency/ partnership agreements with principal authorities	Standing orders and financial regulations dealing with the award of contracts	1	1	1	Standing orders and financial regulations updated regularly to reflect best practice	Risk reviewed bi-annually by council, annually by internal auditor, all partners risk assessed and multiple quotes obtained and compared in minutes	Nov. 25
Banking arrangements, including borrowing or lending	Detect and deter fraud or corruption	2	2	4	Financial regulations and internal audit review	RFO to check all bank statements against council records and query errors or inconsistencies immediately	Nov. 25
Banking arrangements, including detecting bank mistakes and loss	Detect and deter bank mistakes leading to loss or charges	2	2	4	Financial regulations and internal audit review	RFO to check all bank statements against council records and query errors or inconsistencies immediately	Nov. 25
Ad hoc provision of amenities/ facilities for events to local community groups	Public liability	2	2	4	Bookings process specifies requirement for insurance cover for activities	Ask all for hirers insurance	Nov. 25
Vehicle or equipment lease or hire	Injury, damage or loss	1	1	1	Hire from reputable companies	Use of vehicle or equipment lease or hire to be approved by council. Terms of hire/lease to be obtained.	Nov. 25
Trading units (leisure centres, playing fields, burial grounds, etc)	External contractors for maintenance	1	1	1	Standing orders and financial regulations set out process for appointing external contractors	Reports to council regarding budget monitoring and terms of engagement	Nov. 25

Chelford Parish Council

Risk area	Risk identified	Level of risk			Management of risk	Action required	Review date
		Likelihood	Impact	Risk score			
Professional services (architects, accountancy, design, etc)	Standing orders and financial regulations deal with the awarding of contracts	2	1	2	Professional services obtained from reputable companies. Recommendations taken from other Parish Councils where appropriate.	Initial advice from County association or SLCC. Internal audit reviewed. Further or specialist services based on best available advice and recommendations	Nov. 25
Supplier (procurement) fraud	Loss through supplier fraud	2	1	2	Training for staff to alert them to potential risks of providing sensitive company information, by telephone or other means, especially contract and account information. All supplier detail changes to be verified using contact details held by Parish Council. Periodic review of supplier accounts to remove any dormant accounts. Periodic review of supplier address and financial health details with Companies House. Review insurance provision.	New suppliers to be verified by RFO prior to engagement. Awarding of ongoing supplier contracts to be approved by council.	Nov. 25
Section three: Self managed risk							
Proper financial records	In accordance with statutory requirements	1	1	1	Financial records maintained by RFO in accordance to proper practices	Review bi-annually by council, annually by internal auditor	Nov. 25
Proper financial records	Financial irregularities	1	1	1	Detailed financial records presented to council on regular basis	Internal audit of accounts by competent, independent person. Regular financial reports are presented to Council. Cheque signatories are separate from person raising the cheque	Nov. 25
Business activities	Ensuring that they are within legal powers of councils	1	1	1	Relevant training, resources and access to professional advice made available to Clerk	Internal auditor review, regular reference to legislation and guidance	Nov. 25
Business activities	Illegal activity or payments	1	2	2	Relevant procedures set out in standing orders and financial regulations. All activity and payments within the powers of the Parish Council to be resolved and minuted at meetings	Internal auditor review, regular reference to legislation and guidance	Nov. 25
Direct costs and overhead expenses	Goods not supplied but billed	1	1	1	Financial regulations and internal audit review	Procurement undertaken in accordance with best practice guidance. RFO to follow up on all orders	Nov. 25
Direct costs and overhead expenses	Invoice incorrectly calculated or recorded	1	1	1	Financial regulations and internal audit review	RFO to check arithmetic on all invoices and perform regular bank reconciliations	Nov.25

Chelford Parish Council

Risk area	Risk identified	Level of risk			Management of risk	Action required	Review date
		Likelihood	Impact	Risk score			
Direct costs and overhead expenses	Cheque payable wrong (excessive or to wrong party)	1	1	1	Financial regulations and internal audit review	Signatories initial stub and voucher to confirm accuracy	Nov. 25
Borrowing	Complying with restrictions	1	1	1	Financial regulations and internal audit review	Internal auditor review, council checked	Nov. 25
Employment law and Inland Revenue regulations	Ensuring that requirements met	1	1	1	Financial regulations and internal auditor review	Internal auditor review	Nov. 25
Salaries and associated costs	Salary paid incorrectly	1	1	1	Financial regulations and internal auditor review	Check salary to Minute, check hours and rate to contract. Salary analysis detailed on payment vouchers issued and verified by signatories	Mar. 26
Salaries and associated cost	Wrong deduction of NI and tax	1	1	1	NI and Tax deductions calculated using HMRC PAYE RTI system which is regularly updated	RFO to check payments made in accordance with HMRC PAYE RTI output. Internal auditor reviewed	Mar. 26
Salaries and associated cost	Unpaid tax and NI contributions to Inland Revenue	1	1	1	Payments are made to HMRC by cheque and detailed in the financial statements presented to council	Payments listed at each council meeting. Signatories check each payment.	Mar. 26
VAT	Ensuring requirements are met under HMRC regulations	1	1	1	VAT reclaim submitted annually at year end	Internal auditor review, advice taken as needed from county association and SLCC	Mar. 26
Annual precept	Ensuring adequacy within sound budgeting arrangement	1	1	1	Detailed budget process	Internal auditor review. Budget published on website. Regular review of budget status during year by council	Nov. 25
Annual precept	Requirements not submitted to principal authority	1	3	3	Precept receipt recorded in minutes	Full minute – RFO to follow up	Nov. 25
Annual precept	Amount not received from principal authority	1	3	3	Precept receipt recorded in minutes	RFO to confirm receipt and minute at next meeting of council	Nov. 25
Monitoring of performance	Budget delivering services required	1	1	1	Standing orders and financial regulations	Councillors review budget at least quarterly and policies at least annually	Nov. 25

Chelford Parish Council

Risk area	Risk identified	Level of risk			Management of risk	Action required	Review date
		Likelihood	Impact	Risk score			
Reporting and auditing	Compliance	1	1	1	Standing orders, financial regulations and Proper practices	Independent internal auditor appointed. Annual reports detailing compliance with audit regulations are presented to council	Nov. 25
Reserves - General	Adequacy	1	1	1	Standing orders, financial regulations and Proper practices	Consider at budget setting	Nov. 25
Reserves - Earmarked	Adequacy	1	1	1	Standing orders, financial regulations and Proper practices	Consider at budget setting and review of final accounts	Nov. 25
Grants	Ensuring proper use of funds granted to local community bodies under specific powers, s137 or GPC	1	1	1	Grant awarding procedures	All grants based on approved form and/or detailed supporting information, minuted and checked by internal auditor	Nov. 25
Council minutes	Proper, timely and accurate reporting of council business in the minutes	1	1	1	Standing orders and financial regulations	Posted on website for public to see. Agenda published in accordance with Transparency Code. Internal Auditor review	Nov. 25
Rights of inspection	Provision of right	2	1	2	Standing orders, financial regulations and Proper practices	Website and policies updated regularly	Nov. 25
Document control	Proper systems	1	1	1		Policies approved and published	Nov. 25
Register of Member's Interests and Gifts and Hospitality	In place, complete, accurate and up-to-date	2	1	2	Standing orders, financial regulations and Proper practices	Internal audit review. Principal authority review.	Nov. 25
Compliance with Transparency Code	Non compliance	1	1	1	Standing orders, financial regulations and Proper practices	Stay up to date with legislative changes.	Nov. 25
Employees	Loss of clerk	1	3	3	Hours, health, stress, training, long term sick, early departure – risk monitored as appropriate	Annual review process to identify/address issues arising.	Oct. 25
Business continuity	Risk of council not being able to continue its business due to an unexpected or tragic circumstances	1	3	3	In the event of the clerk/RFO being indisposed a Member (other than the Chairman) may perform the necessary duties	Review process annually	Nov. 25

Chelford Parish Council

Risk area	Risk identified	Level of risk			Management of risk	Action required	Review date
		Likelihood	Impact	Risk score			
Business continuity	Loss of paper/ electronic records	1	3	3	Files and records held by clerk. Regular backups of electronic files made. Electronic minutes and other documents published on website	Review process annually	Nov. 25

APPENDIX L

SCHEME OF DELEGATED AUTHORITY

A scheme of delegated authority is adopted 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.

Terms of the scheme of delegated authority:

- (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 by either email or, where appropriate (including upon request by Members), a duly convened All Member Working Group.
- (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 up to and including the date of the annual parish council meeting in the year of the next ordinary election.
- (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.

Chelford Parish Council

APPENDIX M

Updates to Standing Orders and Financial Regulations

Standing Orders: NALC issued updated Standing Orders on 31st March, 2025. The following amendments are recommended by NALC.

1. Update to Standing Order 14

a) Replace entire existing clause 14 with: Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.

2. Update to Standing Order 18

- a) Update value in existing clause 18(a)(v) with the following: £60,000
- b) Remove entire existing clause 18(c)
- c) Remove entire existing clause 18(d)(iii)
- d) Replace the wording of existing clause 18(f) with: Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

3. Update to gender-neutral language

The model Standing Orders have been updated to refer to the roles of "Chair" and "Vice-Chair" rather than "Chairman" and "Vice-Chairman". Members may consider whether to adopt this language update.

Financial Regulations: NALC issued updated Standing Orders on 5th March, 2025. The following amendments are recommended by NALC.

1. Update to Financial Regulation 5

- a) Clause 5.4: replace wording "The Public Contracts Regulations 2015" with "The Procurement Act 2023 and The Procurement Regulations 2024"
- b) Clause 5.5: update paragraph reference from "6.12" to "5.12"
- c) Replace entire existing clause 5.7 with: For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.

Chelford Parish Council

APPENDIX N

Summary of assets

Land: Chelford Activity Park; Grass splay at Knutsford Road

Street furniture: Notice boards (6); street light fitting (1); bus passenger shelter (1); benches (8); planters (8); boundary signs (4); dog poo bag dispensers (4); telephone kiosk (1); speed indicator devices (2)

Chelford Activity Park: Multi-use games area; gates, fences and signs; benches (4); waste bins (3); tennis nets (2); cycle racks (6); picnic benches (3); table tennis table (1); monkey bars (1); log run (1); timber steppers (1); cableway (1); rollup (1); timber swing (1); multiplay unit (1); rodeo board (1); ecomulch surfacing (1); table tennis paddles (12); height restriction barrier (1)

Other items: Goal posts (2); laptop (2); speed radar guns (2); high viz jackets (5); printed high viz jackets (5 large, 10 medium); hand held tally counter (1); litter picking kits (10); padlock (1); printer (1)

APPENDIX O

Scope of insurance

Chelford Parish Council has insurance cover in respect of the following categories:

- **Public liability** – cover against third party claims in the event of injury or property damage. It also helps with payment of legal costs and damages to defend claims against the council.
- **Employers liability** – the council has a legal duty to hold Employers' Liability. Cover protects the council if it's found to be legally liable for causing an injury to an employee, whilst they're carrying out their work duties.
- **Libel and slander** – cover in respect of libels (written) or slanders (spoken) committed by employees or councillors in the course of council business.
[Note: Cover only valid where libels appear in publications either (i) specifically authorised by the council or (ii) by an employee. Slanders by members only covered during official meetings of the council or on occasions where the member is specifically authorised to represent the council.]
- **Fidelity guarantee** – Cover to protect the council against the loss of money and/or property which may be suffered as a result of a dishonest or fraudulent act by an employee or councillor.
- **Personal accident** – Cover to provide financial payments to employees, clerk, councillors and volunteers if they are accidentally injured whilst carrying out their business duties.
- **Legal expenses** – Cover to meet the cost of legal defence for the council with regards to legal disputes.
- **Assets** – Accidental physical loss or accidental physical damage resulting from a cause not otherwise excluded.
- **Money** – Loss of money or non-negotiable money.

Chelford Parish Council

APPENDIX P

(a) Recent planning decisions – None.

(b) Outstanding planning applications

25/0792/DSC

Cheshire East Leisure Amenity Land North of the Cattle Market, Dixon Drive, Chelford. SK11 9AX

Discharge of condition 16 on approved application 18/0171M - Demolition of all existing structures and buildings, remediation of the site and the erection of a residential led mixed use development comprising 89 no residential dwellings (use class C3) and 140 sq m (1,500 sq ft) of business floorspace (use class B1) together with landscaping, access points from Dixon Drive, car parking, an acoustic fence and associated infrastructure.

DECISION STATUS – Undecided

25/0926/HOUS

The Police House, Oak Road, Chelford. SK11 9AY

Demolition of existing garage and erection of new garage.

DECISION STATUS – Undecided

Chelford Parish Council

APPENDIX Q

Chelford Activity Park: Visual Tree Assessment

The visual inspection of the trees at Chelford Activity Park was carried out in in April, 2025.



The trees have been assessed using the Quantified Tree Risk Assessment (QTRA) system which defines the risk of harm in four bands of probability:

- <math> < 1:1,000,000 </math> – Green – Acceptable risk
- $1:10,000$ to $1:1,000,000$ – Yellow – Tolerable risk
- $1:1,000$ to $1:10,000$ – Amber – Only acceptable if the risk is not imposed on other people
- $> 1:1,000$ – Red – Unacceptable risk

The assessment identified 68.2% of trees to present no significant risk (green) and 31.8% of trees to have defects which presented an acceptable risk but still may benefit from corrective work (yellow). No trees were identified as being in the amber or red risk categories.

Schedule of recommended tree works:

Tolerable risk level (yellow) trees:

T001 – common beech

Work recommendation: Remove limb over the road with significant bark wounding.

Priority: 1 year

Chelford Parish Council

T003 – Pedunculate oak

Work recommendation: Sever and remove ivy to 2m. Remove major deadwood from within crown. Carry out re-inspection once ivy has died off.

Priority: 1 year

T005 – Pedunculate oak

Work recommendation: Sever and remove ivy to 2m. Remove major deadwood from within crown. Resurvey once ivy has died off.

Priority: 1 year

T015 – Pedunculate oak

Work recommendation: Remove deadwood over garden area.

Priority: 3 months

T016 – Pedunculate oak

Work recommendation: Sever and remove ivy to 2m. Clear vegetation around base of stem to allow for a resurvey once ivy has died off. Resurvey to assess for presence of fungal fruiting bodies and area of decay.

Priority: 3 months

T017 – Pedunculate oak

Work recommendation: Sever and remove ivy to 2m. Crown raise lower branches away from village hall roof to allow for minimum 2m clearance. Resurvey once ivy has died off.

Priority: 1 year

T020 – Pedunculate oak

Work recommendation: Remove deadwood in upper crown to prevent failure onto parking bays.

Priority: 6 months

Acceptable risk level (green) trees:

T002 – common beech

Work recommendation: Sever and remove ivy to 2m. Reinspect once ivy has died off.

Priority: 1 year

T004 – common beech

Work recommendation: Sever and remove ivy to 2m. Reinspect once ivy has died off.

Priority: 1 year

T006, T008, T009, T010, T011, T021 – common ash

Recommendation: resurvey summer 2026 for ash dieback

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T018 – common beech

Work recommendation: Sever and remove ivy to 2m.

Priority: 1 year

T019 – common ash

Work recommendation: Remove deadwood in centre of crown. Resurvey summer 2026 for ash die back.

Priority: 1 year

G001 – elder (x7) and common hawthorn

No work required.

T007 – common ash

No work required.

T012, T013, T014 – pedunculate oak

No work required.

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APPENDIX R

Chelford Activity Park: Annual RoSPA Inspection 2025

The annual RoSPA inspection of Chelford Activity Park was undertaken in April, 2025. Risk scores are calculated by plotting the likelihood of harm against the severity of the injury sustained. The following matrix is used to determine the risk scores.

Table 1 – Risk Score Matrix

		Severity				
		1 Insignifi- cant	2 Minor	3 Moderate	4 Major	5 Catastro- phic
L i k e l i h o o d	1 = Rare	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2 = Unlikely	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
	3 = Moderate	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 HIGH
	4 = Likely	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
	5 = Certain	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH

Scores range from 1 to 25. Scores of 1 to 7 inclusive are considered to be low risk. Scores of 8 to 12 inclusive are considered to be medium risk. Scores of 13 and above are considered to be high risk.

Report 1: Multi-use games area and open site area

1. Gates – Innate risk score: 4 (low)
 - a. Rope is attached – Task: remove the rope – Risk score: 6 (low)
2. Litter bins – Innate risk score: 2 (very low)
 - a. Item rusting in places – Task: repair – Risk score: 5 (low)
3. Seating – Innate risk score: 3 (very low)
 - a. No findings
4. Cycle racks (metal) – Innate risk score: 3 (very low)
 - a. No findings
5. Signage – Innate risk score: 2 (very low)
 - a. No findings
6. Multi-use games area – Innate risk score: 8 (medium)
 - a. Fixtures loose or missing – Task: replace – Risk score: 10 (medium)
 - b. Debris on surface – Task: sweep away debris on a routine basis – Risk score: 7 (low)

Report 2: BMX Track

1. Cycle-BMX Track – Innate risk score: 12 (medium)
 - a. Surface needs repair – Task: repair – Risk score: 8 (medium)

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Report 3: Play Area

1. Signage – Innate risk score: 2 (very low)
 - a. No findings
2. General surface – Innate risk score: 3 (low)
 - a. Debris on surface – Task: sweep away debris on routine basis – Risk score: 9 (medium)
3. Table tennis table – Innate risk score: 7 (low)
 - a. Worn ground areas – Task: make good – Risk score: 6 (low)
 - b. Moss is present – Task: remove – Risk score: 5 (low)
4. Cableway – Innate risk score 6 (low)
 - a. Standard compliance finding – seat comes into contact with support posts. Encourages climbing higher than intended – Task: Extend stopper out – Risk score: 6 (low)
 - b. Chain covers prevent a thorough inspection of all chain links – Task: remove chain covers to inspect according to manufacturer's instructions – Risk score: 10 (medium)
 - c. Cables have been known to fail under load due to wear and corrosion. This is generally where the cable enters into a tube, top bar, sleeve or similar, where the wire is in contact and wears and frays over time, but can happen anywhere on the cable. It is important to inspect any hidden parts at least annually. Damaged cables require replacement. This cannot be determined during an annual inspection, and is excluded from our inspection. This can lead to a high risk if no action is taken. Refer to the manufacturer's instructions to ensure the correct check is carried out. – Task: Conduct an appropriate dismantling inspection according to the manufacturer's instructions, and at least annually. The trolley mechanism can be checked at the same time. – Risk score: 0 (very low)
5. Multiplay – slide climber – Innate risk score: 6 (low)
 - a. No findings
6. Rocker/Rotator – Rodeo rider – Innate risk score: 4 (low)
 - a. No findings
7. Swing – Junior – 1 bay 2 seat – Innate risk score: 5 (low)
 - a. Item has dog damage – Task: replace when metal exposed – Risk score: 6 (low)
8. Agility – Trim trail – Innate risk score: 6 (low)
 - a. Overhead ladders and rings provide significant play value and benefits to children, and with it the risk of falling. Ensuring the surface remains in good condition will help to keep the correct balance between benefits and risk – Task: the protective surface under all bars and rings must be kept in good condition – Risk score: 8 (medium)
9. Carousel – Overhead – Innate risk score: 6 (low)
 - a. No findings

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APPENDIX S

Updates relating to projects identified by Parish Council

Pre-2023/24 (brought forward):

1. Ensure walking provision is considered when strategic plans for Green Spaces are developed.
UPDATE: New pathway at Chelford Activity Park under review with respect to position and design.
2. Consider inclusion of fitness trail when preparing plans for the refurbishment of Chelford Activity Park.
UPDATE: Position of proposed fitness trail and outdoor gym equipment at Chelford Activity Park under review. Awaiting further details from Cheshire East Council.
3. Consider provision of additional benches within Green Spaces.
UPDATE: Picnic benches to be installed at Mere Court Park (date unknown).
Bench provision at Chelford Activity Park to be reviewed following finalisation of pathway route. (One bench may need to be relocated to accommodate the pathway.) Awaiting revised proposal details from Cheshire East Council.
4. Repair and refurbish brick bus passenger shelter at Knutsford Road
UPDATE: Initial maintenance work completed. Detailed survey planned to identify any repairs required to the shelter and consider options to improve the appearance and amenity of the shelter (e.g. installation of information boards, review of internal furniture, etc.).
5. Renovate and re-purpose red telephone kiosk at Chelford Roundabout.
UPDATE: Quotations being sought for renovation work. Consideration to be given to possible future uses of the kiosk.
6. Replace and re-purpose red telephone kiosk at Knutsford Road.
UPDATE: Replacement kiosk being sourced together with quotations and permissions for installation. Consideration to be given to possible future uses of the kiosk particularly given the location and limited access to the potential asset.

2023/24:

1. Review of floral displays (content)
UPDATE: Routine weeding added to the 2025/26 floral display contract.
2. Review of floral displays (provision of additional displays)
UPDATE: Consideration to be given to viability and sustainability of possible additional floral display locations.
3. Identification and review of problematic areas for dog poo
UPDATE: Dog poo bag dispensers installed at four locations and filled with bags. A period of monitoring, to identify usage and impact, is being undertaken. Public feedback following the installation of the dispensers has been very positive.
4. Support The Hub in carrying out work to make the venue more useable for whole community
UPDATE: [Note: The Hub is not within the management of the Parish Council.]
Funding opportunities for energy efficiency projects and digital connectivity projects brought to the attention of The Hub. Grant of £710 provided for replacement shed.
The Parish Council will continue to forward relevant funding opportunities to The Hub and to respond to requests for support as required.
5. Support Friends of Chelford Station Group to recruit more volunteers to help maintain the green space around the station
UPDATE: Friends of Chelford Station Group invited to submit articles to the newsletter

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to encourage residents to join the group. Parish Council has supported work by providing floral displays for the southbound platform and annual hedge cutting services.

6. Consider holding an event to address vegetation overhanging footways and encourage a sense of collective community responsibility
UPDATE: Articles periodically included within the newsletter reminding residents to ensure their boundary hedges and other vegetation are not obstructing the footways. Consider the viability of the suggested event, if still required, in the autumn.
7. Consider supporting the 20s Plenty campaign
UPDATE: 20s Plenty campaign continue to lobby nationally for reduced speed limits. Parish Councils are invited to consider whether there is local support for a scheme in their local area. Parish Council may wish to consider inviting a representative of the campaign to speak to the Parish Council and/or a public meeting.
8. Consider options for reviewing accessibility of public rights of way within Parish
UPDATE: [Note: Public Rights of Way are the shared responsibility of landowners and Cheshire East Council (as the Highway Authority).] Chelford FP1 included within the annual strimming schedule (770m). Chelford FP5 included within the annual strimming schedule (370m). Report public rights of way issues to Cheshire East Council when received. Public rights of way information to be added to the Parish Council website.
9. Consider holding litter picking events throughout the year
UPDATE: Previously planned event abandoned due to leader of initiative resigning. Small, informal litter picking activities carried out by volunteers. Undertake periodic reviews to establish whether there are significant litter issues requiring attention.
10. Raise awareness of Neighbourhood Watch schemes
UPDATE: Information relating to Neighbourhood Watch included within newsletter. Four localised Neighbourhood Watch groups listed within the scheme (Dixon Drive, Knutsford Road, Broomfield Close, Burnt Acre). Consider including reminder information in future newsletter.
11. Explore ways to engage with residents
UPDATE: Parish Council newsletter article endeavours, where appropriate, to include details of consultations on issues which may affect or be of interest to residents. Consultations, invitations to meetings and other information published on the Parish Council website and Facebook page. Residents are invited to attend Parish Council meetings. A new notice board at Dixon Drive provides a further information point within the community. List of Parish Councillors is displayed on notice boards. Residents invited to the Annual Parish Meeting to share local issues.
12. Consider entering Britain in Bloom competition
UPDATE: Information relating to competition discussed by Parish Council. Consideration given to the non-competitive scheme 'It's Your Neighbourhood'. Article in the newsletter invited residents to express interest in participating in the scheme – only one expression of interest received.
13. Consider creating a welcome pack for new residents with lists of local trades, latest newsletter and perhaps vouchers from local businesses to encourage people to support local shops
UPDATE: Discussed by Parish Council, however, it was considered that the regular newsletter may supersede the 'welcome pack'. Challenges identified regarding effective administration of such a scheme given the increasing number of properties within the Parish and the lack of a comprehensive method to minimise 'missing' new residents. Discussion concluded to take no further action at this time.

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14. Management of unmown areas at Mere Court Park
UPDATE: Cheshire East Council advise that the area acts as a buffer between the open space and neighbouring properties. The area is cut back every few years to prevent it encroaching into the open space. There will be no nettle or bramble control other than strimming back to keep them from the edge of the footpath.
Parish Council will continue to monitor and report issues as they arise.
15. New notice board at Dixon Drive (near to Galloway Grange)
UPDATE: Notice board has been installed.
16. Renovation of notice board at Station Road.
UPDATE: Maintenance work completed.

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APPENDIX T

Updates relating to reported highway matters

1. Overgrown hedge at Knutsford Road
UPDATE: Awaiting response from resident regarding trimming works. Borough Councillor A. Harrison following up.
2. Overgrown footway along Alderley Road
UPDATE: Cheshire East Council advises that this location is included in the routine maintenance programme.
3. Request for low level lighting at Dixon Drive
UPDATE: No update.
4. Signs obscured by foliage
UPDATE: Hedge cutting has been undertaken and improved visibility of several signs. Review to be undertaken to identify any signs which remain obscured.
5. Damaged bollard at Peover Lane (near junction with roundabout)
UPDATE: A job has been raised and scheduled to be carried out by Cheshire East Highways.
6. Damaged sign at Peover Lane (near junction with Knutsford Road)
UPDATE: Cheshire East Council update: Work complete (16/04/25).
7. Banner at junction of Oak Road with Knutsford Road.
UPDATE: No update.
8. Request for loading bay outside Chelford Surgery, Elmstead Road.
UPDATE: Cheshire East Council response, "The Council will visit Elmstead Road to determine whether parking measures/ loading bay are appropriate and necessary. Your comments will be considered during this assessment. If the assessment concludes that parking measures/loading bay are required, your request will be added to our list of locations for consideration and be prioritised against other locations to form a future works programme. However, please be aware that our current programme for this financial year has already been finalised. We are unable to provide a specific timeframe for when your location will be addressed in a future programme of works due to current budget pressures."
9. Request for 20mph speed limit outside Chelford Primary School, Oak Road.
UPDATE: Cheshire East Council response: "The Council will visit Oak Road to determine whether parking restrictions are appropriate and necessary. Your comments will be considered during this assessment. Our response would be: If the assessment concludes that parking restrictions are appropriate required, your request will be added to our list of locations for consideration and be prioritised against other locations to form a future works programme. However, please be aware that our current programme for this financial year has already been finalised. We are unable to provide a specific timeframe for when your location will be addressed in a future programme of works due to current budget pressures.

The Council will consider your request against the Speed Management Strategy that was approved by the Highways and Transport Committee in 2022, the next steps are:

- Your request will be logged and checked against other requests.
- Cheshire East Highway's Road Safety Team will consider and review the site, the first step in the review process is a desk top evaluation of the location to develop a priority score. Where possible, for high scoring sites, a high-level indicative cost for the suspected solution will be developed to help prioritisation. Resources permitting, this is expected to be undertaken within 1 month of receipt of the enquiry.

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- In reviewing your request, the team will work with partner organisations to assess any issues in the locality.
- If the location/s would benefit from educational or enforcement measure/s, one of the team will contact you.
- You will be notified of the outcome of the assessment including if it is being considered for future funding.
- Requests for speed management measures are prioritised for funding across the Borough annually for development.
- Upon prioritisation, further investigations will be undertaken to understand the measures to be introduced and revise the likely costs.
- The measures that may be introduced could range from signing and lining to amendments to the road layout. This wide range of solutions will dictate the feasibility and affordability of any proposals within the available budgets.
- If sites are then identified as feasible and selected for funding, they will be included in the following year's annual works programme and key stakeholders will be kept informed throughout the process, this may include any statutory consultation that is required to implement.

10. Crack on Knutsford Road (eastbound carriageway) at railway bridge

UPDATE: No update

11. Deteriorating condition of bridges (2) at Holmes Chapel Road

UPDATE: Cheshire East Council response, "We had a full principal inspection on both of these structures in May 2024. (A Principal Inspection is a full inspection, to within touching distance of all the bridge elements). There is no cause for concern with regards to the structural integrity and stability of these structures. North requires some routine maintenance including the removal of vegetation and silt from the invert and they both would benefit from some repointing works throughout. However, these are minor maintenance actions and wouldn't be anything to indicate anything more sinister. The maintenance actions will be programmed for this financial year, when we have resources."

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APPENDIX U

Highway Priorities 2023/24

Immediate priorities:

1. Review of zebra crossing at Knutsford Road
UPDATE: Continue to log incidents at the crossing and lobby for crossing improvements. Continue to lobby for improved lighting at the crossing to increase the visibility of pedestrians.
2. Review of yellow lines at junction of Oak Road and Knutsford Road
UPDATE: Response from Cheshire East Council: Cheshire Constabulary data shows that over the last five years there has been one reported injury collision at this location. The data does not include damage-only collisions or near misses. The request has been added to the list of locations for consideration during prioritisation assessments which inform future work programmes.
The Parish Council will continue to lobby for action in order to reduce the number of 'near-miss' incidents at the junction and reduce the impact on traffic flow along Knutsford Road and Oak Road.
Further update: see Appendix T, item 9.

High priority issues:

3. Review of options to tackle speeding issues within the Parish
UPDATE: Provision of two new SIDs along Knutsford Road being progressed. Awaiting arrangements for traffic management to enable the re-planting of the post at Knutsford Road.
Community speed watch now resumed. Potential for average speed cameras to be assessed when initial pilot scheme at Plumley has been completed.
4. Footway surface condition along Knutsford Road from junction with Station Road to railway platform access
UPDATE: Issue logged with Cheshire East Council for attention. Issue referred to Cheshire East Council Walking Champion for attention. Access to footway much improved following removal of debris and overgrown vegetation.
5. Siding out of footways along Knutsford Road
UPDATE: Issue logged with Cheshire East Council for attention. Siding out work completed along Knutsford Road from junction with Station Road to Chelford Parish Hall by Chelford Edging Group.
6. Review of gullies and drainage issues
UPDATE: Gully emptying data being analysed and correlated to any current flooding issues. Drainage issue at Peover Lane addressed (early October, 2024).
The Parish Council continues to monitor flooding issues and report as necessary.
7. Signage (or other measures) to deter parking on footways (e.g. Elmstead Road, Knutsford Road (near shops))
UPDATE: Knutsford Road: Road Safety Team reviewing impact of commercial businesses on parking issues.
Elmstead Road: The request has been added to the list of locations for consideration during prioritisation assessments which inform future work programmes. Where parked vehicles are causing an obstruction or preventing egress from properties they can be reported to the police. Where parking restrictions exist, enforcement is undertaken by the Cheshire East Council parking services team.

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Other highway priorities to be pursued:

8. Re-instatement of worn yellow lines on Dixon Drive
UPDATE: Cheshire East Council has assessed the issue and added it to the improvement programme for repair over the longer term. This means that it is unlikely that any improvement work will take place during the current financial year. The Parish Council continues to press for re-instatement work to be carried out. The issue has also been raised with David Wilson Homes.
9. Review of street lighting provision within the Parish (particularly along Knutsford Road)
UPDATE: Existing defective columns reported to Cheshire East Council for attention. Street lights out at Chelford Roundabout, between Alderley Road and Chelford Road exits are awaiting repair (Repairs have been delayed due to safety concerns and the loss of electricity supply to the columns.).
10. Installation of village gateways
UPDATE: Cheshire East Council plans to refresh the slow markings through the village, install some dragon's teeth lining at the start of the speed limit change into the village and also install a 30mph roundel at the speed limit change, however, the proposed gateway signs do not fall within the scope of items for which Ward Member budgets can be spent. These, therefore, are not being completed as part of the above work. Village gateway proposals being developed following discussion at January 2025 Parish Council meeting.
11. Removal of redundant signage
UPDATE: David Wilson Homes has apologised for the oversight in leaving the signage in place and has removed the signage. National Garden Scheme apologised for signs not being removed and is making relevant individuals aware of need to remove signage following events. Awaiting response from Pear Tree Barns developer.
12. Install more robust bollards at Dixon Drive (no through road point near Galloway Grange)
UPDATE: The Parish Council continues to press for improvements to the bollards and for signage to alert motorists for need for access for emergency vehicles.
13. Enforcement of hedge/shrub/tree cutting adjacent to footways
UPDATE: Individual issues reported to Cheshire East Council as required.
14. Installation of rumble strips
UPDATE: Parish Council to consider possible locations and desirability of rumble strips.

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APPENDIX V

Cheshire Association of Local Councils: State of the Local Council Sector Survey 2025

Growing Our Communities (GOC) is a strategic partnership between four organisations, funded by the UK Shared Prosperity Fund through Cheshire East Council. The initiative aims to strengthen the role of the **Voluntary, Community, Faith and Social Enterprise (VCFSE) Sector** and **Town and Parish Councils (Local Councils)** in meeting the needs of vulnerable residents, supporting **Healthy Households, Healthy Neighbourhoods**, and enhancing **Health and Care Services** across Cheshire East.

The core objectives of GOC are to:

- **Grow the Market** – by supporting the VCFSE and Local Council sectors to secure funding, collaborate effectively, and demonstrate measurable impact.
- **Grow Communication Channels** – by encouraging greater collaboration and resource-sharing between organisations to reduce duplication and maximise opportunities.
- **Grow Influence on Public Sector Decision-Making** – by ensuring that the voices of the VCFSE and Local Council sectors are represented in key strategic discussions and commissioning processes.

As part of this wider initiative, ChALC is conducting a survey that is similar to the one currently going out to the VCFSE sector, but tailored to understand the capacity, resilience, and needs of the Local Council sector. The findings will inform future support, highlight the value of your work, and help influence decision-making at both local and regional levels.

The following questions are an extract from the survey. Remaining questions relate to factual information (e.g. income levels, sources of income, income changes, expenditure changes).

Q2. How well connected does your Council feel to the following?

- a) Local authority (Cheshire East Council)
- b) Local infrastructure organisation (ChALC)
- c) Other local council (Town and Parish Council)
- d) Voluntary, Community, Faith and Social Enterprise (VCFSE) organisations local to my town or village
- e) Other VCFSE organisations across Cheshire East
- f) NHS Place-based Partnership Board
- g) Local NHS Trusts
- h) Primary Care Networks (PCNs)
- i) Local decision-making bodies generally
- j) Funders

Scoring options:

1. Not connecting at all
2. Slightly connected
3. Somewhat connected

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4. Well connected
5. Extremely well connected
6. N/A

Reasons for allocated scores can be provided if required.

Q13. How well do you feel your Council's skills and expertise are valued and respected by the following?

- a) Electorate
- b) Ward Councillor
- c) Local authority (Cheshire East Council)
- d) Local infrastructure organisation (ChALC)
- e) VCFSE organisations local to my town or village
- f) Other VCFSE organisations across Cheshire East
- g) NHS Place-based Partnership Board
- h) Local NHS Trusts
- i) Primary Care Networks (PCNs)
- j) Local decision-making bodies, generally
- k) Funders

Scoring options:

1. Not at all valued and respected
2. Slightly valued and respected
3. Somewhat valued and respected
4. Valued and respected
5. Highly valued and respected
6. N/A

Q14. What one change across the system in Cheshire East (local authority, VCFSE, NHS, funders) would make the most positive difference to your Council?

Free text response invited.