

GREAT WARFORD PARISH COUNCIL

NOTICE OF ANNUAL PARISH COUNCIL MEETING

Date: Wednesday 28th May, 2025

Time: Immediately following Annual Parish Meeting (7:00p.m.)

Venue: Great Warford Baptist Chapel, Merrymans Lane, Great Warford



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

Dated 19th May, 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 Great Warford 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://greatwarfordpc.org.uk/councillors/>]

5. Public Forum for Questions – To receive questions from members of the public.

6. Cheshire East Ward Member: Cllr. H. Moss – 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 19th March, 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 28th May, 2025. (Appendix A)
- (b) To note receipts since the last meeting: None.

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- (c) To approve the payments listed at Appendix B.
- (d) Internal Audit 2024/25
 - i. To receive the Internal Audit Report contained within the Annual Governance and Accountability Return. (Appendix C)
 - ii. To receive and consider the Internal Audit Action Plan. (Appendix D)
- (e) To update and approve the list of earmarked reserves currently held by the Parish Council. (Appendix E)
- (f) 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 F)
 - ii. To approve and adopt the 2024/25 Final Accounts and Supporting Notes. (Appendix G)
 - iii. To approve the signing of the Accounting Statements 2024/25 (Section 2 of the Annual Governance and Accountability Return). (Appendix H)
- (g) 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 I)
- (h) Banking Arrangements
 - i. To review any changes required to the authorised signatories.
 - ii. To review and approve existing direct debit payment arrangements.
[Existing: npower, 123-reg, Information Commissioner's Office]
 - iii. To note that no standing order arrangements are currently in place.
- (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 J)
- (k) To confirm the actions of the Clerk & Responsible Financial Officer in submitting a VAT reclaim to HMRC in the sum of £169.39.
- (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 at: <https://greatwarfordpc.org.uk/financial-information/>]
- (m) To receive and consider outcome of report to Police regarding unauthorised transactions from the Parish Council bank account in December 2024 and January 2025.
- (n) To receive and consider update relating to work to lobby for Parish Councils to be included within remit of the Financial Ombudsman Service.

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.
[Copy at <https://greatwarfordpc.org.uk/policies/>]
- (b) To consider if it is necessary to appointment any committees.
- (c) To review and approve updates to standing orders and financial regulations.
(Appendix K) [Existing policies available at: <https://greatwarfordpc.org.uk/policies/>]
- (d) To note that the Parish Council holds a service arrangement with Northwich Town Council for the delivery of grounds maintenance.

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- (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.
- (h) To review and confirm scope of insurance cover held by Parish Council.
- (i) To review subscriptions to other bodies.
[Current subscriptions: Cheshire Association of Local Councils, Cheshire Community Action, CPRE]
- (j) To review and approve the Parish Council complaints procedure.
[Copy at <https://greatwarfordpc.org.uk/policies/>]
- (k) To review and approve the Parish Council policies relating to information handling.
[Copies at <https://greatwarfordpc.org.uk/policies/>
Freedom of Information Publication Scheme; Information and Data Retention and Disposal Policy; Privacy Notice – General; Privacy Notice – staff, councillors and role holders; Subject Access Policy]
- (l) To record that payments totalling £300 were made in 2024/25 under s.137 provisions.
- (m) To consider and approve the dates of Parish Council meetings for the 2025/26 civic year.

10. Planning

- (a) To receive and note latest planning decisions issued by Cheshire East Council in respect of development within the Parish and updates on undecided applications. (Appendix L)
- (b) To consider the following planning applications:
 - i. 25/1012/HOUS: Warford Hall, Warford Hall Drive, Great Warford. SK9 7TP
Part demolition of the rear of existing hall and construction of a replacement extension; construction of a barn extension and garage; creation of a new access driveway; and site wide landscaping works including construction of padel court, tennis court and garden pavilion.
 - ii. 25/1578/PIP: Land off Warford Hall Drive, Great Warford. SK9 7TR
Application for permission in principle for development comprising a development of up to 3 dwellings.
 - iii. Any applications received following issue of Agenda may be included for discussion if required.
- (c) To receive updates relating to reported planning enforcement matters.
- (d) To receive reports from Members of further planning enforcement matters to be referred to Cheshire East Council.

11. Highway Maintenance and Enhancements

- (a) To receive updates relating to highway maintenance issues reported to Cheshire East Council.
- (b) To receive further highway maintenance matters for attention from Members.
- (c) To receive an update from the community speed watch team.
- (d) To consider matters relating to speed calming and road safety measures (including installation of speed indicator devices and/or other measures for consideration).

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12. 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: Notice of changes to car parking charges; introduction of Sunday charges and introduction of evening charges from 26th May 2025.
 - ii. Cheshire East Council: Lane Rental Scheme Consultation 2025.
[Link to information: <https://surveys.cheshireeast.gov.uk/s/Q3FTBS/?m=86873643encup>]
 - iii. Cheshire Association of Local Councils: State of the Local Council Sector Survey 2025. Survey extract at Appendix M.
 - iv. Cheshire East Council: Local List Supplementary Planning Document consultation. (Closes: 11/06/25)
[Link to information: <https://cheshireeast.oc2.uk/document/1/1#d37>]
 - v. Cheshire Association of Local Councils: Invitation to submit motion for discussion at the Annual Meeting.
 - vi. The Local Government Boundary Commission for England: Recommendations for new Wards in Cheshire East.
[Link to information: <https://www.lgbce.org.uk/all-reviews/cheshire-east>]

13. Reports from external meetings

- (a) Meeting with Police and Crime Commissioner (19/02/25).
- (b) Manchester Airport Town and Parish Council Forum (07/05/25).
- (c) Cheshire East Council: Town and Parish Council Network meeting (13/05/25).

14. Community matters

- (a) To receive a report on matters of interest / concern within the Parish from the Mobberley Ward Policing Team.
- (b) To receive any updates from the Great Warford Residents Group.

15. Matters for inclusion on next/future meeting agenda

16. Date of next meeting: TBC (see item 9(m))

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)



Dr. E. M. Maddock PSLCC,
Clerk & Responsible Financial Officer. Dated 19th May, 2025

For further information and copy agenda please contact:
Tel: 01477 571444 Email: clerk.greatwarfordpc@gmail.com

GREAT WARFORD PARISH COUNCIL

APPENDIX A

| Financial Statement – 2025/26 as at 28 th May, 2025 | | | | | |
|---|----------------------------------|------------------------|---------------------------|-----------------------|------------------------|
| Actual 2024/25 £ | Details | 2025/26 Budget £ | Actual to Apr. 25 £ | Agenda May 25 £ | Budget Balance £ |
| | Receipts | | | | |
| 10,957.00 | Precept | 11,242.00 | 0.00 | | 11,242.00 |
| 0.00 | Balances | 2,466.00 | 0.00 | | 0.00 |
| 72.89 | Investment interest | | 0.00 | | 0.00 |
| 0.00 | Sale of assets | | 0.00 | | 0.00 |
| 0.00 | Grants and donations | | 0.00 | | 0.00 |
| 14,755.07 | Refunds | | 0.00 | | 0.00 |
| 1,916.60 | Community Infrastructure Levy | | 0.00 | | 0.00 |
| 304.92 | VAT refund | | 0.00 | | 69.59 |
| 28,006.48 | Total receipts | 13,708.00 | 0.00 | 0.00 | 11,311.59 |
| | Payments | | | | |
| 4,401.84 | Salary (Clerk) | 4,756.00 | 0.00 | 749.24 | 4,006.76 |
| 0.00 | National Insurance (Employer) | 0.00 | 0.00 | | 0.00 |
| 275.00 | Allowances (Clerk) | 275.00 | 0.00 | | 275.00 |
| 226.40 | Administration | 325.00 | 0.00 | 6.99 | 318.01 |
| 0.00 | Chairman/Member allowances | 0.00 | 0.00 | | 0.00 |
| 220.00 | Audit fees (internal & external) | 230.00 | 0.00 | 232.00 | -2.00 |
| 300.00 | Insurance | 350.00 | 0.00 | 300.00 | 50.00 |
| 107.86 | Website | 132.00 | 0.00 | | 132.00 |
| 261.54 | Street lighting electric | 615.00 | 0.00 | | 615.00 |
| 0.00 | Training | 210.00 | 0.00 | | 210.00 |
| 341.48 | Subscriptions/affiliation fees | 410.00 | 0.00 | 279.44 | 130.56 |
| 100.00 | Room hire | 230.00 | 0.00 | 20.00 | 210.00 |
| 155.00 | Christmas lighting | 350.00 | 0.00 | | 350.00 |
| 240.00 | Parish Maintenance | 600.00 | 0.00 | | 600.00 |
| 148.29 | Asset purchase | 600.00 | 0.00 | 105.77 | 494.23 |
| 290.90 | Asset maintenance | 3,175.00 | 0.00 | 150.18 | 3,024.82 |
| 249.00 | Newsletter | 750.00 | 0.00 | | 750.00 |
| 300.00 | Grants / s.137 payments | 200.00 | 0.00 | | 200.00 |
| 0.00 | Contingency | 500.00 | 0.00 | | 500.00 |
| 14,755.07 | Unauthorised transactions | 0.00 | 0.00 | | |
| 219.19 | VAT | | 0.00 | 69.59 | |
| 22,591.57 | Total payments | 13,708.00 | 0.00 | 1,913.21 | 11,864.38 |

| Cash/Bank reconciliation | 01/04/25 | 01/04/25 | 28/05/25 | 31/03/26 |
|----------------------------|-----------------|-----------------|-----------------|-----------------|
| Balance B/Fwd | 31,036.37 | 31,036.37 | 31,036.37 | 29,123.16 |
| Add total receipts | 13,708.00 | 0.00 | 0.00 | 11,311.59 |
| Less total payments | 13,708.00 | 0.00 | 1,913.21 | 11,864.38 |
| Balance C/Fwd | 31,036.37 | 31,036.37 | 29,123.16 | 28,570.37 |
| | | | | |
| Cumulative balances | Balance | Balance | Balance | Balance |
| | 01/04/25 | 01/04/25 | 28/05/25 | 31/03/26 |
| General funds | 17,396.26 | 17,396.26 | 6,998.39 | 6,445.60 |
| Earmarked reserves | 13,640.11 | 13,640.11 | 22,124.77 | 22,124.77 |
| | 31,036.37 | 31,036.37 | 29,123.16 | 28,570.37 |

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Great Warford Parish Council Cash/Bank Reconciliation as at 28th May, 2025

Cash

| | |
|-------------------------------------|------------------|
| Balance brought forward 01/04/25 | |
| Current Account (NatWest) | 25,801.06 |
| Community Account (Barclays) | 250.00 |
| Business Premium Account (Barclays) | 4,985.31 |
| | <u>31,036.37</u> |
| Plus receipts | 0.00 |
| Less payments | 1,913.21 |
| Balance carried forward 28/05/25: | <u>29,123.16</u> |

Bank

| | | | |
|---|-------------------|------------------|----------|
| Current Account (NatWest) | 25,841.06 | | 01/04/25 |
| Add receipts/transfer since above statement | | | |
| Transfer (BR) | -10,000.00 | | |
| Transfer (LM) | -10,000.00 | | |
| | <u>-20,000.00</u> | | |
| Less unrepresented cheques | | | |
| Approved 2024/25 | -40.00 | | |
| For approval | -1,913.21 | | |
| | <u>-1,953.21</u> | | |
| | | 3,887.85 | 28/05/25 |
| Business Reserve Account (NatWest) | 0.00 | | 01/04/25 |
| Add receipts/transfer since above statement | | | |
| | <u>10,000.00</u> | | |
| | 10,000.00 | | |
| Less unrepresented cheques | | | |
| For approval | 0.00 | | |
| | <u>0.00</u> | | |
| | | 10,000.00 | 28/05/25 |
| Liquidity Manager Account (NatWest) | 0.00 | | 01/04/25 |
| Add receipts/transfer since above statement | | | |
| | <u>10,000.00</u> | | |
| | 10,000.00 | | |
| Less unrepresented cheques | | | |
| For approval | 0.00 | | |
| | <u>0.00</u> | | |
| | | 10,000.00 | 28/05/25 |
| Community Account (Barclays) | 250.00 | | 31/03/25 |
| Add receipts/transfer since above statement | | | |
| | <u>0.00</u> | | |
| | 0.00 | | |
| Less unrepresented cheques | | | |
| | <u>0.00</u> | | |
| | <u>0.00</u> | | |
| | | 250.00 | 28/05/25 |
| Business Premium Account (Barclays) | 4,985.31 | | 31/03/25 |
| Add receipts/transfer since above statement | | | |
| | <u>0.00</u> | | |
| | 0.00 | | |
| Less unrepresented cheques | | | |
| | <u>0.00</u> | | |
| | <u>0.00</u> | | |
| | | 4,985.31 | 28/05/25 |
| Total bank balances 28/05/25 | | <u>29,123.16</u> | |

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APPENDIX B

Payments for approval

| | | |
|---|---------|---|
| Cheque No 000048 E. M. Maddock | £745.77 | Salary: Apr.-May. 2025 [A] and reimbursement for speed gun. [B] |
| Cheque No 000049 H. M. Revenue & Customs | £149.60 | PAYE payments [C] |
| Cheque No 000050 Great Warford Baptist Chapel | £20.00 | Room hire (28/05/25) [D] |
| Cheque No 000051 JDH Business Services Ltd. | £278.40 | Internal audit fee 2024/25 [E] |
| Cheque No 000052 Zurich Municipal | £300.00 | Insurance premium 2025/26 [F] |
| Cheque No 000053 Cheshire Association of Local Councils | £232.44 | Affiliation fee 2025/26 [G] |
| Cheque No 000054 Home Assist | £140.00 | Notice board repairs [H] |
| Cheque No 000055 Northwich Town Council | £tbc | Grounds maintenance [I] |
| Direct Debit Information Commissioner's Office | £47.00 | Data Protection fee 2025/26 [J] |

[A] Local Government Act 1972 s.112

[B] Local Government Act 1972 s.111 (Crime and Disorder Act 1998 s.17)

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

[D] Local Government Act 1972 s.111 (Local Government Act 1972 Sch.12 para. 8)

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

[F] Employers' Liability (Compulsory Insurance) Act 1969 s.1; Local Government Act 1972 ss.114 & 140

[G] Local Government Act 1972 s.143(1)(a)

[H] Local Government Act 1972 s.111 (Local Government Act 1972 s. 142)

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

[J] The Data Protection (Charges and Information) Regulations 2018 s.2

GREAT WARFORD PARISH COUNCIL

APPENDIX C

Annual Internal Audit Report 2024/25

Great Warford Parish Council

ENTER PUGreat Warford PC 01908 500000 ADDRESS

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 1.1 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") | ✓ | | |
| 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) 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

10/04/2025

DD/MM/YYYY

JDH BUSINESS SERVICES LTD

Signature of person who carried out the internal audit



Date

10/04/2025

*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).

GREAT WARFORD PARISH COUNCIL

APPENDIX D

Internal audit 2024/25: Action Plan

ISSUE: General reserves at the year-end were significantly 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. The practitioners Guide also notes this recommended level of reserves.

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. During the budget setting process, it was expected that speed indicator devices would be purchased and installed before the year end at an estimated cost of £8,000. This resulted in the expected residue of the earmarked reserve (£850) being listed as a projected earmarked reserve at the year end. Unfortunately, in March, 2025 the unspent, and previously earmarked, sum (see minutes 071/24 and 074/24) was omitted from the year end list of earmarked reserves leading to the above perception that general reserves have increased.

Further reviews of general and earmarked reserves will take place during the budget setting process in November 2025, however, approval will be sought at the May, 2025 meeting to return the currently unspent funds (£8,000) to the existing earmarked reserve to immediately restore general reserves to within the recommended levels.

[Note: See agenda item 8(e) and Appendix E for details.]

APPENDIX E

| Earmarked Reserves | | |
|------------------------------------|-----------|--|
| Community Infrastructure Levy | £4,124.77 | Update: March, 2025 (+£1,916.60) Update: May, 2025 (+£484.66) |
| Democratic Services Fund | £4,000.00 | Update: November, 2024 (+£2,000.00) |
| Highway Safety Projects | £2,000.00 | Unchanged |
| Speed Indicator Devices | £8,850.00 | Update: November, 2024 (-£8,000.00) Update: May, 2025 (return of £8,000.00) |
| Telephone Kiosk Deposit | £200.00 | Unchanged |
| Telephone Kiosk Refurbishment | £2,000.00 | Unchanged |
| Transparency Code (Clerk Training) | £200.00 | Unchanged |
| Transparency Code (Scanning Eqpt) | £0.00 | Spent: March, 2025 (-£117.00) |
| Village Picnic Fund (notice board) | £750.00 | Unchanged |
| Total: | | £22,124.77 |

The above list of earmarked reserves is based upon the approved list as at 31st March, 2024 (Resolutions 071/24 and 074/24) with details of subsequent changes noted.

GREAT WARFORD PARISH COUNCIL

APPENDIX F

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

GREAT WARFORD 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

www.greatwarfordpc.org.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

GREAT WARFORD PARISH COUNCIL

APPENDIX G

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

| 2023/24 £. | Receipts | 2024/25 £. |
|------------------|--|-------------------|
| 10,480.00 | Precept | 10,957.00 |
| 58.43 | Investment Interest | 72.89 |
| 0.00 | Sale of assets | 0.00 |
| 150.00 | Grants & Donations | 0.00 |
| 0.00 | Refunds | 14,755.07 |
| 484.66 | Community Infrastructure Levy | 1,916.60 |
| 154.18 | V.A.T. Refund | 304.92 |
| <u>11,327.27</u> | Total Receipts | <u>28,006.48</u> |
| | Payments | |
| 4,165.20 | Salary (Clerk) | 4,401.84 |
| 0.00 | National Insurance (Employer) | 0.00 |
| 0.00 | Member Allowances | 0.00 |
| 226.25 | Administration | 226.40 |
| 275.00 | Employment Allowances | 275.00 |
| 200.00 | Audit Fees (internal & external) | 220.00 |
| 300.00 | Insurance | 300.00 |
| 47.88 | Website | 107.86 |
| 206.06 | Street Lighting Electric | 261.54 |
| 0.00 | Training | 0.00 |
| 283.29 | Subscriptions / Affiliation Fees | 341.48 |
| 140.00 | Room Hire | 100.00 |
| 126.76 | Christmas Lighting | 155.00 |
| 872.00 | Parish Maintenance | 240.00 |
| 68.29 | Asset purchase | 148.29 |
| 0.00 | Asset maintenance | 290.90 |
| 211.20 | Newsletter | 249.00 |
| 72.00 | Sect.137 payments | 300.00 |
| 0.00 | Contingency | 0.00 |
| 0.00 | Unauthorised transactions | 14,755.07 |
| 304.92 | V.A.T. | 219.19 |
| <u>7,498.85</u> | Total Payments | <u>22,591.57</u> |
| | ----- | |
| 21,793.04 | Balance B/Fwd. 01/04/24 | 25,621.46 |
| 11,327.27 | Add Total Receipts | 28,006.48 |
| <u>-7,498.85</u> | Less Total Payments | <u>-22,591.57</u> |
| <u>25,621.46</u> | Balance C/Fwd. 31/03/25 | <u>31,036.37</u> |
| | Analysis of Cumulative Funds | |
| 4,912.42 | Barclays - Business Premium Account | 4,985.31 |
| 20,258.97 | Barclays - Community Account | 250.00 |
| 450.07 | NatWest – Current Account | 25,801.06 |
| <u>25,621.46</u> | Total | <u>31,036.37</u> |
| | Above Funds held for the following purposes:- | |
| 7,780.95 | General Funds | 17,396.26 |
| 17,840.51 | Earmarked Reserves | 13,640.11 |
| 0.00 | Capital Reserves | 0.00 |
| <u>25,621.46</u> | | <u>31,036.37</u> |

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

GREAT WARFORD PARISH COUNCIL

Great Warford Parish Council – Supporting Notes 2024/25

Assets

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

| | |
|---------|----------------|
| Printer | £91.66 |
| Scanner | £56.63 |
| | <u>£148.29</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:-

| | |
|-----------------------------------|-------------------|
| Seats (3) | £1,938.00 |
| Street lights (3) & Column | £1,763.00 |
| Notice Board (1) | £552.00 |
| Boundary Signs (7) | £3,009.00 |
| Telephone Kiosk (1) | £1.00 |
| Bespoke Oak Tree Seat | £1,200.00 |
| Most Improved Village Signs (2) | £564.00 |
| Tree Plaque (1) | £95.00 |
| Grit Bins (2) | £216.00 |
| Party Solar Globe Lights (2 sets) | £30.00 |
| LED Fairy Lights (2 sets) | £35.00 |
| Chairman Badge of Office Bar | £25.00 |
| Street lighting column | £1,559.31 |
| Laptop Computer | £332.50 |
| Electricity Feeder Pillar | £1,264.18 |
| Dog Poo Fairy Signs (20) | £45.00 |
| Christmas Lights | £105.69 |
| Floral display planters (4) | £1,534.40 |
| Christmas Lights | £68.29 |
| Printer | £91.66 |
| Scanner | £56.63 |
| | <u>£14,485.66</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 debts of £219.19 (VAT reclaim) were outstanding and due to the Council.

Capital Reserves None

| | | |
|---------------------------|--|-------------------|
| Earmarked Reserves | Telephone Kiosk Deposit | 200.00 |
| | Village Picnic Fund (Notice Board) | 750.00 |
| | Transparency Code Grant - Clerk Training | 200.00 |
| | Highway Safety Projects | 2,000.00 |
| | Telephone Kiosk Refurbishment | 2,000.00 |
| | Democratic Services Fund | 4,000.00 |
| | Community Infrastructure Levy | 3,640.11 |
| | Speed Indicator Devices Project | 850.00 |
| | | <u>£13,640.11</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 this Council in the year of account was £6,594.10 and payments made were:-

| Payee | Nature of Payment | Amount |
|-----------------|-------------------------------|----------------|
| Great Warford | Donation towards event prizes | £300.00 |
| Residents Group | | |
| | | <u>£300.00</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 no contribution to staff pensions.

Contingent Liabilities None

GREAT WARFORD PARISH COUNCIL

APPENDIX H

Section 2 – Accounting Statements 2024/25 for

GREAT WARFORD PARISH COUNCIL

| | Year ending | | Notes and guidance |
|---|-----------------------|-----------------------|---|
| | 31 March 2024 £ | 31 March 2025 £ | |
| 1. Balances brought forward | 21,793 | 25,621 | 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 | 10,480 | 10,957 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 847 | 17,049 | 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 | 4,165 | 4,402 | 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 | 3,334 | 18,189 | 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 | 25,621 | 31,036 | 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 | 25,621 | 31,036 | 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 | 14,337 | 14,485 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March. |
| 10. Total borrowings | 0 | 0 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |

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

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

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

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

GREAT WARFORD PARISH COUNCIL

APPENDIX I

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.

GREAT WARFORD PARISH COUNCIL

Recommended action: A review of the Parish Council's position in respect of each of the above items to be undertaken and considered at the next meeting.

It should be noted 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.

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.

GREAT WARFORD PARISH COUNCIL

APPENDIX J

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 |
|--|--------------------|---------------|--------|------------|---|---|-------------|
| | | Likeli-hood | 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 |

GREAT WARFORD 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 |

GREAT WARFORD 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 |

GREAT WARFORD 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 | 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 |
| 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 |

GREAT WARFORD PARISH COUNCIL

| Risk area | Risk identified | Level of risk | | | Management of risk | Action required | Review date |
|--|---|---------------|--------|------------|---|---|-------------|
| | | Likelihood | Impact | Risk score | | | |
| 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 |
| 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 |

GREAT WARFORD PARISH COUNCIL

| Risk area | Risk identified | Level of risk | | | Management of risk | Action required | Review date |
|---------------------|--|---------------|--------|------------|--|---|-------------|
| | | Likelihood | Impact | Risk score | | | |
| 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. | Nov. 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 |
| 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 |

GREAT WARFORD PARISH COUNCIL

APPENDIX K

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.

GREAT WARFORD PARISH COUNCIL

APPENDIX L

(a) Recent planning decisions

- 23/0389M Cheshire Health Club and Spa, Warford Park, Faulkners Lane, Great Warford. WA16 7RN
Widening of private access road and new padel court.
DECISION STATUS – Approved with conditions (08/05/25)
- 24/3608M The Place, Mill Lane, Alderley Edge. SK9 7TY
Extension of existing office/commercial building, including incorporation of vacant barn, and associated parking, access and landscaping.
DECISION STATUS – Approved with conditions (24/03/25)
- 24/5129/CLPUD Carlisle House, Knutsford Road, Knolls Green, Mobberley, Knutsford. WA16 7BA
Lawful Development Certificate for proposed construction of a building incidental to the enjoyment of a dwelling house.
DECISION STATUS – Negative certificate (21/03/25)

(b) Outstanding planning applications

- 20/1503M Cheshire Health Club and Spa, Warford Park, Faulkners Lane, Great Warford.
Construction of single storey extension with 2 roof lanterns, new entrance, replacement timber wall cladding, proposed new replacement windows, proposed new window openings and windows, construction of ventilation / air conditioning systems to flat roof with screening, insertion of roof skylights, insertion of new door for maintenance and cleaning access on existing flat roof.
DECISION STATUS – Undecided
- 24/1380D Karibu, Chelford Road, Great Warford. SK9 7TL
Discharge of condition 4 on approval 21/2303M.
DECISION STATUS – Undecided
- 24/1405M Karibu, Chelford Road, Great Warford. SK9 7TL
Variation of condition 2 – plans on application 21/2303M.
DECISION STATUS – Undecided
- 24/1450M Karibu, Chelford Road, Great Warford. SK9 7TL
Moving the site entrance and the replacement of the existing wall and hedge boundary treatment with a new hedge, entrance gates and fence.
DECISION STATUS – Undecided
- 24/5005/VOC Copper Beeches, Chelford Road, Great Warford. SK9 7TL
Variation of conditions 2, 8 and 9 on approval 22/4810M: Demolition of dwelling, construction of a replacement dwelling, and change in use of land.
DECISION STATUS – Undecided
- 25/0580/HOUS The Gloucester, Highgrove, Ancoats Lane, Great Warford. SK9 7TT
Internal renovations and installation of rooflight.
DECISION STATUS – Undecided

GREAT WARFORD PARISH COUNCIL

25/0581/LBC The Gloucester, Highgrove, Ancoats Lane, Great Warford. SK9 7TT
Listed building consent for internal renovations and installation of rooflight.
DECISION STATUS – Undecided

APPENDIX M

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

GREAT WARFORD PARISH COUNCIL

Scoring options:

- | | |
|--------------------------|-----------------------------|
| 1. Not connecting at all | 4. Well connected |
| 2. Slightly connected | 5. Extremely well connected |
| 3. Somewhat 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 | 4. Valued and respected |
| 2. Slightly valued and respected | 5. Highly valued and respected |
| 3. Somewhat 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.