

Nether Alderley Parish Council

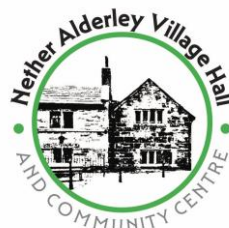
Enclosures

1 - 5

Council Meeting

25th March 2025

Village Hall Renovation



Review of Funds and Costs to End of March 2025

Summary

Contract Gross Valuation and Contract Outturn - £666,430.45 plus VAT

Parish Councils Total Available funds: £99,191.90

Total outstanding contract associated costs: £24,620.36

Expected Council running costs – all included in the March Appendix A and in the attached bank reconciliation.

Surplus £99,191.90 - £24,620.36 = **£74,571.54** including £20,000 for General Reserves, leaving **£54,571.54** to populate ear marked reserves for 2025/26

Note: this surplus does not include the final 50% of the contract retention payable at the end of 2025/26. This has been included as a contract cost and will be moved into the 2025/26 ear-marked reserves for paying next year.

Detail

Available Funds

- 1. Current bank reconciliation 25th March 2025 £54,438.69** (attached). This includes all the expected March receipts with the exception of those mention immediately below, and all March payments including VAT with the exception of those mentioned in 2a and 2b below.
JMC transfer receipt £21,000 expected
February VAT claim receipt of £16,429.22.
March VAT claim receipt £7,323.99
Total Available Funds £99,191.90

Renovation Costs (Not including VAT except where stated which will be reclaimed)

- 2. Contract Gross Valuation and Outturn Cost - £666,430.45**

The final Contract payment in March's Valuation 11, including VAT and included in the above bank reconciliation is £40,505.30. Valuation 11 is **£649,769.69**. which includes 50% of the 5% contract retention i.e. £16,660.76. The remaining 50% is to be paid at the end of 2025/26 is making up the final outturn figure of £666,430.45.

2a This remaining 50% **£16,660.76** is therefore an outstanding contract cost and will be included in the 2025/26 earmarked reserves. The appropriate VAT on this will be paid and recovered at that time .

2b Plus a renovation items which has not yet been funded:

The Audio Visual Equipment which is imminent **estimated £6,633 plus VAT = £7,959.60**

3. Remaining Professional Fees: zero

4. Remaining Council running cost for March are all accounted for in Appendix A of the March Council Agenda and in the attached Bank reconciliation.

Total outstanding cost 2a plus 2b = £24,620.36

Difference between Funds and Costs

£99,191.90 minus £24,620.36 = £74,571.50 including £20,000 general reserves.

Surplus = £74,571.54

David Naylor Parish Clerk & RFO

Nether Alderley Parish Council

20th March 2025

Nether Alderley Parish Council

Prepared by: David Naylor
Name and Role (Clerk/RFO etc)

Date: 20th March 2025

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 25/03/2025		
	Cash in Hand 01/04/2024		209,483.00
	ADD Receipts 01/04/2024 - 25/03/2025		731,640.47
	SUBTRACT Payments 01/04/2024 - 25/03/2025		941,123.47
	Cash in Hand 25/03/2025 (per Cash Book)		886,684.78
B			54,438.69
	Cash in hand per Bank Statements		
	Petty Cash 25/03/2025	0.00	
	Current Account Nat West Acc. No. 25/03/2025	108,252.16	
	Reserve Account Nat West Acc. No. 25/03/2025	516.55	
	Skipton Building Society 25/03/2025	2,852.40	
	Unity Trust Bank Savings Acc. No. 25/03/2025	545.63	
			112,166.74
	Less unrepresented payments		58,808.05
			53,358.69
	Plus unrepresented receipts		1,080.00
B	Adjusted Bank Balance		54,438.69
	A = B Checks out OK		

Nether Alderley Parish Council
Uncashed payments/transfers out (All banks)
(Upto 25/03/2025)

Voucher	Date	Cheque No.	Description	Total	Bank
31	11/06/2024	Cancelled	Bat Survey at Parish Hall & Safegua		Current Account Nat Wes
59	13/07/2023	Cheque 1686	Transfer Payment to Unity Trust Bank		Current Account Nat Wes
158	01/03/2025	Cancelled	Interest Payment		Reserve Account Nat Wes
173	21/02/2025	CHAPS	CHAPS PAYMENT Parish Hall Chairs	3,492.45	Current Account Nat Wes
175	25/02/2025	Cheque 1833	Clerks Salary	607.50	Current Account Nat Wes
176	25/02/2025	Cheque 1833	Clerks Sim Card O2	11.00	Current Account Nat Wes
177	12/02/2025	Cheque 1833	Electrical Extension Lead for Parish Hall	23.00	Current Account Nat Wes
178	25/02/2025	Cheque 1833	Washroom Equipment For Parish Hall	291.73	Current Account Nat Wes
179	14/02/2025	Cheque 1833	Post Office Stamps	13.20	Current Account Nat Wes
180	25/02/2025	Cheque 1838	HMRC Tax	405.20	Current Account Nat Wes
181	25/02/2025	Cheque 1838	HMRC Ni Payment	35.15	Current Account Nat Wes
183	27/02/2025	Cheque 1839	Remaining 70% of Building Control Fee	2,889.60	Current Account Nat Wes
184	27/02/2025	Cheque 1840	Assistance with Neighbourhood Plan	2,080.80	Current Account Nat Wes
185	28/02/2025	Cheque 1836	Attend Site and Carry Out Valuation	353.56	Current Account Nat Wes
189	19/03/2025	On Line	Crown Gas and Power ELECTRICITY	-1,039.00	Current Account Nat Wes
191	01/03/2025	CHAPS	B & E Boyes Valuation 11 including 2	40,505.30	Current Account Nat Wes
192	01/03/2025	CHAPS	CHAPS Fee Payment Valuation 11 B	23.00	Current Account Nat Wes
193	25/03/2025	Cheque 1835	Architects Fees Parish Hall Renovation	3,560.32	Current Account Nat Wes
194	25/03/2025	Cheque 1841	Print Spring Newsletter	349.58	Current Account Nat Wes
195	25/03/2025	Cheque 1842	Insurance Premium 25/26	2,754.54	Current Account Nat Wes
196	25/03/2025	Cheque 1843	Web Hosting	275.00	Current Account Nat Wes
197	25/03/2025	Cheque 1844	Fire Extinguisher Service	77.54	Current Account Nat Wes
198	25/03/2025	Cheque 1844	Fire Extinguisher Service & replacement	950.67	Current Account Nat Wes
199	18/03/2025	Direct Debit	Crown Gas and Power ELECTRICITY	122.42	Current Account Nat Wes
200	18/03/2025	Direct Debit	Crown Gas and Power ELECTRICITY	10.22	Current Account Nat Wes
201	18/03/2025	Direct Debit	Crown Gas and Power ELECTRICITY	117.75	Current Account Nat Wes
202	18/03/2025	Direct Debit	Crown Gas & Power - GAS	897.52	Current Account Nat Wes
Total-----				58,808.05	

ENCLOSURE 2

Quarterly Budget Comparison 2024/25, Projected Outturn 2024/25 and Budget for 2025/26						
Budget Heading	Budget 2024/25	Cumulative to end QTR 3	QRT 4	Outturn 2024/25	Budget 2025/26	2025/26 Budget Notes
All Figures are excluding VAT						
PAYMENTS						
Staff Costs						
1 Clerks Salary	£12,500.00	£8,940.31	£3,038.10	£11,978.41	£13,700.00	New Clerk's Salary
Hall Caretaker & Cleaner	£0.00	£0.00	£0.00	£0.00	£13,500.00	Caretaking and Cleaning Costs
Employer Pension	£0.00	£0.00	£0.00	£0.00	£2,500.00	Possible Pension New Clerk
Employer NI	£500.00	£316.36	£105.45	£421.81	£600.00	With Increased NI
Overtime	£500.00	£0.00	£0.00	£0.00	£0.00	
Back Pay	£333.30	£173.39	£0.00	£173.39	£400.00	
	£13,833.30	£9,430.06	£3,143.55	£12,573.61	£30,700.00	
Adminstration						
2 Pension III Health Insurance	£0.00	£0.00	£0.00	£0.00	£0.00	
Staff Training	£100.00	£0.00	£0.00	£0.00	£200.00	
Payroll Services	£350.00	£203.00	£0.00	£203.00	£250.00	
Stationery	£450.00	£281.59	£65.10	£346.69	£500.00	
Staff Travelling Expenses	£700.00	£401.40	£97.65	£499.05	£650.00	
Staff Mobile Phone	£130.00	£82.53	£27.51	£110.04	£140.00	
Other Admin costs/Office Equipment	£500.00	£0.00	£0.00	£0.00	£700.00	
Insurance	£3,250.00	£620.00	£3,022.93	£3,642.93	£3,750.00	£889 extra in 24/25 due to Renovation Insurance
Audit Fees	£650.00	£794.00	£0.00	£794.00	£800.00	
Annual Subscriptions	£650.00	£666.80	£360.00	£1,026.80	£700.00	
Honours Board	£150.00	£0.00	£0.00	£0.00	£160.00	
Bank Safety Deposit	£0.00	£0.00	£0.00	£0.00	£0.00	
Cloud Storage	£0.00	£0.00	£0.00	£0.00	£0.00	
Council Meeting Expenses	£0.00	£0.00	£0.00	£0.00	£400.00	
Councillor Training	£0.00	£80.00	£80.00	£160.00	£300.00	
	£6,930.00	3,129.32	3,653.19	£6,782.51	£8,550.00	
3 Village Hall						
Hire of Hall Public Events and Contingencies	£300.00	£0.00	£750.00	£750.00	£3,000.00	
Village Hall Rates & Water	£6,000.00	£0.00	£0.00	£0.00	£3,400.00	Possibe Business Rates
Village Hall Safety Checks	£0.00	£0.00	£0.00	£0.00	£1,500.00	Routine Safety Checks
Village Hall Marketing	£0.00	£0.00	£0.00	£1,000.00	£2,000.00	Marketing in both 2024/5 and 2025/6
Village Hall Electricity	£6,000.00	£0.00	£1,339.26	£1,339.26	£2,000.00	EDF cheque £750 not cashed also repay VAT
Village Hall Gas	£0.00	£313.01	£2,153.44	£2,466.45	£4,400.00	New Gas heating more efficient and all LED Lighting)

Budget Heading	Budget 2024/25	Cumulative to end QTR 3	QRT 4	Outurn 2024/25	Budget 2025/26	2025/26 Budget Notes
Village Hall Refreshments	£0.00	£15.50	£25.68	£41.18	£300.00	
	£12,300.00	£823.01	£4,268.38	£5,596.89	£16,600.00	
4 Village Hall Loan Charges	£8,500.00	£1,983.58	£0.00	£1,983.58	£16,885.36	2024/25 only one traunch 2025/26 2 traunches
5 Possibe Extra Gritting	£0.00	£0.00	£0.00	£0.00	£2,000.00	Artists Lane Gritting Quote Needed.
6 Village Hall Re-development						
6a Renovation Costs	£637,173.38	£502,367.68	£156,349.21	£658,716.89	£0.00	
6b Professional Fees	£30,000.00	£36,229.94	£10,697.04	£46,926.98	£0.00	
6c Ear Marked Reserves 2024/25	£136,136.36	£0.00	£0.00	£0.00	£0.00	
Public Works Loan	£250,000.00	£0.00	£0.00	£0.00	£0.00	
Section 106 Funding	£163,727.70	£0.00	£0.00	£0.00	£0.00	
Parish Hall Donations	£648.20	£0.00	£0.00	£0.00	£0.00	No Village Hall Refurbishment Costs Envisaged for 2025/26 except 2nd Part of Contract Retention which is carried over from 2024/25 in ear marked reserves see item 14 below.
Ald Edge Institute Grant	£47,775.00	£0.00	£0.00	£0.00	£0.00	
Green Spaces Grant Kitchen~	£18,000.00	£0.00	£0.00	£0.00	£0.00	
Green Spaces Grant Lighting	£6,000.00	£0.00	£0.00	£0.00	£0.00	
Green Spaces Kitchn 50% refund	-£9,000.00	£0.00	£0.00	£0.00	£0.00	
Green Spaces Grant AV Equip	£6,633.00	£0.00	£0.00	£0.00	£0.00	
CIL Payments	£26,253.12	£0.00	£0.00	£0.00	£0.00	
Parish Hall; Refreshents at AP	£0.00	£0.00	£0.00	£0.00	£0.00	
JMC Capital *	£21,000.00	£0.00	£0.00	£0.00	£0.00	
CHAPS Payment	£0.00	£115.00	£0.00	£115.00	£0.00	
Not yet Provided *	£667,173.38	£538,712.62	£167,046.25	£705,758.87	£0.00	
Received twice by mistake & 50% refunded						
7 Election Costs	£0.00	£0.00	£0.00	£0.00	£0.00	Unlikely until 2027
8 Highways						
Highways and PROW	£1,500.00	£0.00	£0.00	£0.00	£1,500.00	
9 Burial Ground Expenses	£1,800.00	£2,295.32	£0.00	£2,295.32	£2,500.00	
10 Cllr Expenses						
Chaiman's Allowance	£100.00	£0.00	£0.00	£0.00	£100.00	
Cllr Travelling	£0.00	£0.00	£0.00	£0.00	£0.00	

Budget Heading		Budget 2024/25	Cumulative to end QTR 3	QTR 4	Outurn 2024/25	Budget 2025/26	2025/26 Budget Notes
		£100.00	£0.00	£0.00	£0.00	£100.00	
11	Bank Fees	£0.00	£28.00	£0.00	£28.00	£50.00	
12	Neighbourhood Plan	£650.00	£48.00	£2,080.89	£2,128.89	£500.00	In both 24/25 and 25/26 Locality Grant Received
13	Community						
	Newsletter	£1,200.00	£904.65	£699.16	£1,904.65	£2,250.00	
	Community Fund Other	£3,000.00	£0.00	£0.00	£0.00	£2,500.00	Lengths Person
		£4,200.00	£904.65	£699.16	£1,904.65	£4,750.00	
14	Earmarked Reserves 2025-26						
	Claims excess			£0.00	£0.00	£500.00	Insurance Claims excess Contingency
	Triange of Land planting etc			£0.00	£0.00	£1,500.00	Triange of Land planting etc
	2nd part Contract Retention C/O frm 24/25			£0.00	£0.00	£15,930.00	2nd part of Contract Retention C/O from 24/25
	New Website & Gov URL			£0.00	£0.00	£3,250.00	New Website & Gov URL
	Boundary Signage x 3			£0.00	£0.00	£3,000.00	Boundary Signage x 3
	2 x New Notice Boards			£0.00	£0.00	£2,000.00	2 x New Notice Boards
	Village Hall Signage from Congleton Road			£0.00	£0.00	£750.00	Village Hall Signage from Congleton Rioad
	Christmas Lights			£0.00	£0.00	£1,500.00	Christmas Lights
	Remembrance Sunday Reaths and Poppies			£0.00	£0.00	£1,000.00	Remembrance Sunday - Reaths and Poppies
	All Earmarked Reserves in 2024/25 are shown above in 6a - 6c	£0.00	£0.00	£0.00	£0.00	£29,430.00	These sums carried C/over from Renovation Suplus
15	General Reserves	£20,000.00	£0.00	£0.00	£0.00	£20,000.00	
	Total	£736,986.68	£557,354.56	£180,891.42	£739,052.32	£133,565.36	
	Total without Earmarked and General Reserves	£69,710.30	£18,538.94	£13,742.17	£33,190.45	£84,135.36	
	VAT Reclaimed on payments		£90,046.47				
	RECEIPTS	Budget	Cumulative To end of	QTR 4	Estimated Outurn	Draft Budget	
		2024/25	QTR 3		2024/25	2025/26	
1	Corr. of under/over payment Pension Contributions	£0.00	£0.00	£0.00	£0.00	£0.00	
2	Ill Health Insurance refund	£0.00	£0.00	£0.00	£0.00	£0.00	

Budget Heading		Budget 2024/25	Cumulative to end QTR 3	QRT 4	Outurn 2024/25	Budget 2025/26	2025/26 Budget Notes
3	P/Hall Electricity refund	£0.00	£0.00	£0.00	£0.00	£0.00	
4	Parish Hall Donations	£0.00	£600.00	£48.20	£648.20	£0.00	
5	Parish Hall Rental Income	£2,000.00	£0.00	£0.00	£900.00	£10,000.00	
6	Burial Fees	£3,800.00	£3,980.00	£0.00	£3,980.00	£3,900.00	
7	Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00	£0.00	
8	Greener Spaces Furniture Grant	£0.00	£6,000.00	£0.00	£6,000.00	£0.00	
	Digital Grant for Av Equipment	£0.00	£6,633.00	£0.00	£6,633.00	£0.00	
9	Community Newsletter	£215.00	£0.00	£0.00	£0.00	£300.00	
10	Precept	£59,662.00	£59,662.00	£0.00	£59,662.00	£69,789.00	New Precept
11	CEC /CIL	£26,253.12	£26,253.12	£26,253.12	£52,506.24	£0.00	
12	Alderley Edge Inst. Grant	£47,775.00	£23,887.50	£23,887.50	£47,775.00	£0.00	
13	Public Works Loan	£250,000.00	£249,912.50	£0.00	£249,912.50	£0.00	
14	Greener Spaces Grant ~	£18,000.00	£9,000.00	£0.00	£9,000.00	£0.00	
15	JMC Transfer *	£21,000.00	£0.00	£21,000.00	£21,000.00	£0.00	
16	Section 106	£163,727.70	£164,539.79	£0.00	£164,539.79	£0.00	
17	Bank interest	£1,400.00	£345.48	£4.70	£350.18	£200.00	
18	Clean-up Grant	£0.00	£0.00	£0.00	£0.00	£0.00	
19	Refund - Hi-Viz Jackets	£0.00	£0.00	£0.00	£0.00	£0.00	
20	Other: - Advertising Fee	£0.00	£0.00	£0.00	£0.00	£0.00	
		£593,832.82	£550,813.39	£71,193.52	£622,906.91	£84,189.00	
	Less Renovation Income	£67,077.00	£63,987.48	£4.70	£64,892.18	£84,189.00	
	VAT Reclaimed on Payments		£90,046.47				
	Not Yet Received *						
	Duplicate Grant Paid. 50% refund in Parish Hall Payments~						
	Budget surplus income less expenditure Shortfall					£53.64	

Local Councils Insurance

Our Local Councils policy has been designed to meet the demands and needs of organisations wishing to insure the property and liability risks associated with running a council in the UK.

Summary of Cover

This document provides a summary of the features and benefits of the Local Councils insurance policy, together with the exclusions, limitations and your obligations.

Full details of all benefits and terms are in the policy document and schedule.

A policy document is available from your broker.

Our story

We're proudly specialist, totally unique, and committed to making a positive impact on society.



Over 135 years of specialist insurance



One of the most trusted insurers in our markets



Broad range of specialism

Faith, charity, heritage, leisure, office professions, education, art and private client and real estate.



A history of caring for our people and customers to deliver best in class expertise and guidance

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Part of the Benefact Group – charity owned international family of specialist, financial services businesses.

A shared ambition to donate all available profits to good causes.

Our policies



help protect what matters most to our customers

and because we give all our available profits to charity



they make lives a little brighter too.

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Please contact your broker if you would like this summary in large print, braille or audio format; or if you would like to receive future literature in another format.

Contents

The policy is made up of a number of sections of cover. Your quote or renewal documentation will show which sections of cover you have selected.

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**Award winning
claims service**



**Specialist risk
management
guidance**



**Enterprise Risk
Management assistance
and training**



**Helplines including business
assistance, commercial legal
advice and counselling**

Things for you to think about

Please note this summary relates to our standard policy cover, if you feel you have specific needs or requirements outside of this, we would be happy to consider your request. Please contact us or your broker.

Section 1 - Property damage

Provides 'All risks' cover for buildings or contents with the option to insure for stock, personal belongings. 'All risks' means damage to insured items by any cause not specifically excluded from this section.

Buildings and contents will be covered up to the sums insured provided by you.

Cover	Standard wording
Basis of settlement	Reinstatement
Day one	Optional
Index linking	Included
Automatic reinstatement of the sum insured	Included

Sums insureds must be set at the appropriate values to avoid underinsurance.

You must ensure that the sums insured accurately reflect the value of the property you are insuring. Claims payments may be reduced if you are underinsured, i.e. your sum insured is lower than the actual value of the property. For example, the sum insured for:

- ▶ buildings should reflect the cost to rebuild including any demolition costs, professional fees, removal of debris and, where applicable, VAT
- ▶ contents, where repairs cannot be carried out, should reflect the cost for replacement as new
- ▶ stock should be the cost to replace, less an allowance for wear and tear if appropriate

If the sum insured for an item is less than the actual value at the time of loss then any claims payment will be reduced in proportion to the amount of the underinsurance. Please see the illustrative example below:

$$\frac{£100,000 \text{ (policy sum insured)}}{£200,000 \text{ (actual value at risk)}} \times £50,000 \text{ (claim amount)} = £25,000 \text{ (claim payment)}$$

Please refer to your policy document for details of how the following limits apply, e.g. in total for the period of insurance or any one claim. Any sub-limits will also be detailed there.

Extension	Standard limit
Fees	Included
Removal of debris	Included
Emergency services damage to the grounds	£25,000
Government and Public Authorities	15%
Trace and access	£50,000
Loss of oil gas or water	up to £50,000 Loss of LPG - up to £5,000 Theft of oil - up to £5,000
Sale of the building	Included
Raffle prizes and donated goods	up to £5,000
Deterioration of refrigerated stock	up to £20,000
Temporary storage	up to £25,000
Damage to the buildings by theft	up to £10,000
Lock replacement following loss or theft of keys	£5,000
Clearing of drains	£50,000
Extinguisher and alarm resetting expenses	Included

Extension	Standard limit
Property away from the premises (unspecified)	Various limits apply.
Property away from the premises (specified)	Option to insure worldwide
Archaeological costs	£250,000
Green clause	up to £500,000
Loss avoidance measures	£10,000
Removal of wasp bee or hornet nests	£500
Contractors' interest	Included
Minor contract works	£100,000
Seasonal stock increase	£10,000
Capital additions	up to £500,000
Bequeathed property	Buildings - up to £250,000 Other property - up to £50,000
Fly tipping	up to £2,500
Trees	up to £2,500
Unauthorised use of utilities	up to £10,000
Office equipment	£2,500
Subsidence	Optional

Section exclusions

Please refer to pages 24-25 in your policy document for full details of the following exclusions.

- | | |
|---|---|
| <ul style="list-style-type: none"> 1 i. Gradual causes depreciation and defective design or workmanship 1 ii. Changes in environment 1 iii. Erasure corruption or distortion of computer system records 2. Property being worked on 3. Property undergoing heating 4. Fraud or disappearance 5. Boilers 6. Mechanical or electrical breakdown 7 i. Statutory inspections 7 ii. Pressure vessels 8. Atmospheric conditions 9. Changes to water table levels 10. Pressure waves 11 i. Cessation of work | <ul style="list-style-type: none"> 11 ii. Confiscation or deliberate destruction 12. Self-ignition 13. Property more specifically insured 14. Consequential loss 15. Collapse or cracking of buildings or structures 16. Wind turbines and solar panels cover restriction 17. Unoccupied building restrictions 18. Subsidence cover restrictions 19. Inflatable structures cover restrictions 20. Weather related restrictions 21. Moveable property in the open cover restrictions 22. Theft cover restrictions 23. Glass cover restrictions |
|---|---|

Section 2 - Fine Art and collections

Provides cover for loss or damage to "special items" on either an agreed value or market value basis (including any resultant depreciation).

Cover	Limit
Basis of settlement – Agreed value	Agreed value on schedule
Basis of settlement – Market value	Art up to £30,000 any item, pair or set Jewellery up to £17,500 any item, pair or set

Please refer to your policy document for details of how the following limits apply, e.g. in total for the period of insurance or any one claim. Any sub-limits will also be detailed there.

Extension	Standard limit
New acquisitions	10 % up to £250,000
Defective title – including Legal costs	£500,000
Restoration and framing contingent cover	Included
Work in progress	£30,000
Temporary removal	Art up to £5,000,000 or the sum insured Jewellery up to £15,000 any item Unattended vehicles to £10,000
Emergency evacuation	Included

Section Exclusions

Please refer to page 42 in your policy document for full details of the following exclusions.

- | | |
|--|---|
| 1. Fraud and dishonesty | 5 d. Items being worked on |
| 2. Items in the open | 5 e. Misuse |
| 3. Property in unoccupied buildings | 6. Changes to water table level |
| 4. Disappearance | 7. Erasure loss distortion or corruption of computer system data |
| 5 a&b. Gradual causes | |
| 5 c. Changes in environment | |

Section conditions

Please refer to pages 45-46 in your policy document for full details of the following conditions.

- | | |
|----------------------|----------------------|
| ▶ Recovered property | ▶ Art – loaned items |
| ▶ Consignment of art | ▶ Transit |

Section 3 - Business interruption

Provides insurance cover to protect your charity income following a property damage loss.

Cover (one of the following)	Standard cover /Limit
Revenue	You select sum insured
Rent receivable	You select sum insured
Alternative cover Additional cost of working	You select sum insured

Sums insured must be set at appropriate amounts to avoid underinsurance

You must ensure that you provide us with an accurate reflection of the sums insured. Claims payments may be reduced if you are underinsured. If the sums insured provided for annual revenue or annual rent are less than the appropriate amount any claims payments will be proportionally reduced. Please see the below illustrative worked example:

$$\frac{£500,000 \text{ (policy sum insured)}}{£1,000,000 \text{ (appropriate amount)}} \times £250,000 \text{ (claim amount)} = £125,000 \text{ (claim payment)}$$

This will not apply where the sums insured have been set on an estimated basis and instead any amounts payable will not exceed 133⅓% of the estimated figure.

Please refer to your policy document for details of how the following limits apply, e.g. in total for the period of insurance or any one claim. Any sub-limits will also be detailed there.

Extension	Standard limit
Prevention of access – damage	Included
Prevention of access - non-damage	£10,000
Utilities	Included
Suppliers' extension	Specified - up to £100,000 Unspecified - up to £50,000
Storage sites	£50,000
Customers' extension	£15,000
Failure of supply	£25,000
Failure of telecommunication services	£10,000
Reinstatement of data	£25,000
Computers - Increased cost of working	£25,000
Exhibitions and other venues	£10,000
Book debts	£50,000
Food poisoning defective sanitation vermin murder or suicide	25% up to £250,000
Archaeological digs	10% up to £500,000
Loss of attraction	£10,000
Bomb scare	£50,000

Section exclusions

Exclusions under the Property damage section apply

Section conditions

Please refer to page 55 in your policy document for full details of the following conditions.

- ▶ Renewal clause – Declaration-linked
- ▶ Premium adjustment clause basis
- ▶ Back-up records

Section 4 – Goods in transit

Provides cover for damage to your business goods whilst in transit anywhere in England, Scotland, Wales, Northern Ireland, Channel Islands and the Isle of Man.

Cover	Standard limit
Cover limit	You select limit per package, vehicle or any one consignment.

Extension	Standard limit
Personal belongings	£500 per person
Debris removal	Included
Transferring of property	Included
Re-loading onto the vehicle	Included

Section exclusions

Please refer to pages 56-57 in your policy document for full details of the following exclusions.

- | | |
|---|---|
| 1. Inadequate packing | 4. Open vehicle restriction |
| 2. High value and sensitive goods | 5. Deterioration of refrigerated goods |
| 3 a. Gradual causes depreciation and defective design or workmanship | 6. Theft restrictions |
| 3 b. Weather cover restriction | 7. Unexplained shortage or disappearance |
| 3 c. Mechanical or electrical breakdown | 8. Scratching denting or bruising |

Section 5 - Money with assault extension

Provides cover for loss of money.

Cover	Standard limit
Non – negotiable money	£250,000
Money on the premises during business hours	£1,000
In transit or bank night safe	£1,000
Money in a locked unspecified safe outside of business hours	£500
Loss of money whilst in the home of any employee or authorised responsible person	£500
Any other loss	£500
Loss of money from a locked specified safe at your premises	Limit will depend on the make and model of the safe

Please refer to your policy document for details of how the following limits apply, e.g. in total for the period of insurance or any one claim. Any sub-limits will also be detailed there.

Extension	Standard limit
Damage to safes	Included
Damage to clothing and personal belongings	Included
Dishonesty of employee	£2,000 per person up to £5,000
Fraudulent use of credit and debit cards	£1,000
Identity theft	£1,000
Fund raising events	Selected limits doubled
Business visits abroad	£500
Optional Assault extension - Hospital benefit and Medical expenses	Various benefit levels available Hospital benefit - up to £200 Medical expenses - up to £500

Section exclusions - Money

Please refer to pages 60-61 in your policy document for full details of the following exclusions.

- | | |
|---------------------------------|---|
| 1. Deception | 5. Vending or gaming machines |
| 2. Professional carrier | 6. Errors or unexplained shortage |
| 3. Transit by unregistered post | 7. Unattended and unlocked rooms |
| 4. Unattended vehicle | 8. Credit and debit card sales vouchers |

Section conditions - Money

Please refer to page 62 in your policy document for full details of the following conditions.

- | | |
|-------------|---------------|
| ► Safe keys | ► Cash escort |
|-------------|---------------|

Section exclusions - Assault

Please refer to page 63 in your policy document for full details of the following exclusions.

- | | |
|--------------------|---------------|
| 1. Wilful exposure | 2. Age limits |
|--------------------|---------------|

Section conditions - Assault

Please refer to page 64 in your policy document for full details of the following conditions.

1. Later accident
2. Benefit payments
3. Same accident
4. Discharge of liability
5. Compensation and periodic payments

Section 6 – Personal accident

The following covers are available:

Cover	Standard limit
Clerk absence	£5,000 any one period of insurance
Personal accident	A range of benefits are available
Key person	£10,000 any one period of insurance

The maximum amount we will pay in respect of all benefits for all insured persons involved in the same accident shall not exceed £2,500,000.

Section exclusions

Please refer to pages 69 - 70 in your policy document for full details of the following exclusions.

- | | |
|---|---|
| 1 a. Suicide, psychiatric conditions, pregnancy, childbirth, intoxication and the influence of drugs
1 b. Pre-existing health problems
1 c. Needless peril | 1 d. Excluded activities
2. Age limits
3. Terrorism
4. Travel against advice |
|---|---|

Additional exclusions applying to Cover 3 (Key person)

Please refer to page 69 in your policy document for full details of the following exclusions.

- | | |
|--|--------------------------------|
| 1. Pre-existing condition or illness
2. Absence periods less than 14 days | 3. Pandemic or epidemic |
|--|--------------------------------|

Conditions

Cover 1 (Clerk absence)

Please refer to pages 66 - 67 in your policy document for full details of the following conditions.

- | | |
|-------------------------|--------------------|
| 1. Absence dates | 2. Receipts |
|-------------------------|--------------------|

Cover 2 (Personal accident)

Please refer to page 68 in your policy document for full details of the following conditions.

- | | |
|---|--|
| 1. Later accident
2. Benefit payments
3. Same accident | 4. Discharge of liability
5. Compensation and periodic payments |
|---|--|

Cover 3 (Key person)

Please refer to page 69 in your policy document for full details of the following conditions.

- | | |
|-------------------------|--------------------|
| 1. Absence dates | 2. Receipts |
|-------------------------|--------------------|

Section 7 - Liabilities

Employers' liability

Employers' liability cover provides an indemnity to you for your legal liability to pay damages to your employees and volunteers following injury in the workplace.

The standard limit is £10,000,000 including costs and expenses, any one event.

Extension	Standard limit
Unsatisfied court judgements	Included

Employers' liability exclusion

Please refer to page 73 in your policy document for full details of the following exclusion.

- Road traffic legislation

Public & products liability

Public and products liability cover provides an indemnity to you for your legal liability to pay damages to third parties (not employees) for injury or damage to their property.

The standard policy limit is £5,000,000. For claims arising from your activities the standard limit applies to any one event. For products you supply, or for claims arising from pollution or contamination, the standard limit applies to any one period of insurance. Other than for claims brought in North America we will pay costs and expenses in addition to this limit.

Extension	Standard limit
Cross liabilities	Included
Contingent motor liability	Included
Data protection	£1,000,000 any one period of insurance
Defective Premises Act	Included
Personal liability – residents and resident staff	Up to £5,000,000 any one event
Overseas personal liability	Up to £5,000,000 any one event
Additional clean up costs	£1,000,000 any one period of insurance
Legionellosis	£1,000,000 any one period of insurance
Member to member liability	Included

Public & products liability exclusions

Please refer to pages 74-76 in your policy document for full details of the following exclusions.

- | | |
|-------------------------------|--|
| 1. Professional services | 10. Premises in and Products exported to North America |
| 2. Injury to employees | 11. Products incorporated in craft, vehicles and plant |
| 3. Property in your custody | 12. Overseas work |
| 4. Vehicles and crafts | 13. Asbestos |
| 5. Pollution or contamination | 14. Fear of asbestos |
| 6. Advice | 15. Contract clauses |
| 7. Product defects and recall | 16. Terrorism |
| 8. Contractual liability | |
| 9. Fines or penalties | |

Liabilities section extensions

Extension	Standard limit
Compensation for court attendance	Directors/trustees/partners - £500 per day Employees - £250 per day
Corporate manslaughter defence costs	£5,000,000 any one period of insurance
Prosecution defence costs	£500,000 any one claim

Section exclusion

Please refer to page 82 in your policy document for full details of the following exclusion.

- Cyber

Section 8 – Reputational risks

Provides cover for the following.

Cover	Standard limit
Libel and slander (by you)	£250,000 any one period of insurance
PR Crisis Communication	£25,000 any one period of insurance
Death of Patron	£25,000 any one period of insurance

Section exclusions

Please refer to page 87 in your policy document for full details of the following exclusions.

- | | |
|--|--|
| a. Other insurance | f. Fines or penalties |
| b. Liability assumed by agreement | g. Intentional directed libel or slander |
| c. Circumstances known to you | h. Legal jurisdiction |
| d. Criminal, intentional or malicious acts | i. Goods or products |
| e. Libel or slander arising from ill will | |

Section 9 – Hirers' liability

Hirers' liability covers third parties who hire out your premises. Should an event occur which leads to paying damages to a member of the public for injury or damage to property, hirers' liability will cover the third parties legal liability.

Cover will be up to the limit you choose. A range of limits are available and will include legal costs. The limit applies to any one event other than for products where the limit applies to any one period of insurance.

Section exclusions

Please refer to pages 89-90 in your policy document for full details of the following exclusions.

- | | |
|---|--------------------------------------|
| a. Events away from the hired premises | h. More specific insurance |
| b. Professional catering | i. Political and business activities |
| c. Property in the hirers' custody or control | j. Injury to hirers' employees |
| d. Liability assumed by agreement | k. Pollution or contamination |
| e. Inflatables and activity equipment | l. Fines or penalties |
| f. Bonfires and fireworks | m. Terrorism |
| g. Organised sports | |

Section condition

Please refer to page 90 in your policy document for full details of the following condition.

- Children or vulnerable adults

Section 10 – Trustees' and management liability

Provides cover for claims made against:

- ▶ trustees, which includes your officials and members of the management committee, or
- ▶ your council

for wrongful acts committed while managing the council.

Cover is arranged on a 'claims made' basis which means it covers claims made against you and notified to us during the period of insurance.

Cover	Standard limit
Section limit	£500,000 any one period of insurance
Environmental defence costs	£250,000 any one period of insurance
Loss of documents	£100,000 any one period of insurance
Investigation costs	£250,000 any one period of insurance

Extension	Standard limit
Extended reporting period	Included
Retired trustees	Included
Outside boards	Included
Emergency costs and expenses	10% of the limit of indemnity

Section exclusions

Please refer to pages 96-98 in your policy document for full details of the following exclusions.

- | | |
|--|--|
| a. Prior and pending | j. Failure to insure |
| b. Other insurance | k. Personal guarantee or agreement |
| c. Best interests | l. Pension |
| d. Fraud and malicious acts | m. Takeover or merger |
| e. Fines or penalties | n. Breach of contract or trading losses |
| f. Legal jurisdiction | o. Injury |
| g. Property damage, Intellectual property rights and Professional service | p. Products |
| h. Pollution and asbestos | q. Employment dispute |
| i. Cyber | r. Terrorism |

Section conditions

Please refer to page 99 in your policy document for full details of the following conditions.

- | | |
|--|--------------------------|
| a. Notification of claims | c. Personal cover |
| b. Conduct and settlement of claims | d. Notices |

Section 11 - Legal expenses

To ensure an expert service the cover under this section has been arranged through DAS Legal Expenses Insurance Company Limited (DAS). We are responsible for paying any claims under this section, but DAS manage all claim matters and correspondence on our behalf.

Access to telephone legal advice, alongside legal expenses cover for a range of legal issues that may arise up to a limit of £250,000 for legal costs and expenses and employment compensation awards (the compensation award is further limited to a £1,000,000 limit in total for all such awards in any one period of insurance).

In civil cases cover is subject to a "reasonable prospects of success" clause. Reasonable prospects is a 51% or greater chance of success, as assessed by a law firm or tax expert chosen by DAS.

In certain circumstances (with DAS' prior agreement) you may appoint your own legal representative when legal proceedings start or if there is a conflict of interest, who will be subject to the DAS' standard terms of appointment. This includes an hourly rate not exceeding £100 per hour. Any costs that fall outside the standard terms will not be paid by us.

Cover is provided for the following legal issues:

Employment disputes and compensation awards
Legal defence
Statutory licence appeal
Contract disputes
Debt recovery
Property protection and personal injury
Tax protection

Section exclusions

Please refer to pages 115-116 in your policy document for full details of the following exclusions.

- | | |
|---|--|
| 1. Costs DAS have not agreed | 8. Judicial review, Coroner's inquest or fatal |
| 2. Court awards and fines | accident inquiry |
| 3. Intellectual property rights | 9. Legal action DAS have not agreed |
| 4. Franchise or agency agreements | 10. Bankruptcy |
| 5. Wilful acts | 11. Defamation |
| 6. A dispute with us or DAS | 12. Litigant in person |
| 7. Shareholding or partnership disputes | 13. Terrorism |

Section conditions

Please refer to pages 113-115 in your policy document for full details of the following conditions.

- | | |
|---|--------------------------------|
| 1. Your representation | 6. Withdrawing cover |
| 2. Your responsibilities | 7. Expert opinion |
| 3. Offers to settle a claim | 8. Arbitration |
| 4. Assessing and recovering costs | 9. Keeping to the policy terms |
| 5. Cancelling an appointed representative's appointment | 10. Law that applies |

Section 12 - Fidelity

Provides cover you for loss of your money or goods (including electronic transfer of your funds) caused by an act of fraud or dishonesty of an employee or volunteer.

Cover	Standard limit
Cover limit	You select limit of indemnity

Extension	Standard limit
Auditor's fees and rewriting of system records	Up to the limit of indemnity
Previous insurance	Up to the limit of indemnity
Pension fund trustees	Up to the limit of indemnity
Temporary agency staff	Up to the limit of indemnity

Section exclusions

Please refer to page 118 in your policy document for full details of the following exclusions.

- | | |
|----------------------|---|
| i. Subsequent losses | iii. Consequential loss or loss of interest |
| ii. Excess | iv. Unexplained shortages |

Section conditions

Please refer to pages 118-120 in your policy document for full details of the following conditions.

- | | |
|--------------------------|-----------------------|
| ▶ Control measures | ▶ Employee references |
| ▶ Employees' money | ▶ Recoveries |
| ▶ Termination of service | |

Section 13 - Terrorism

Provides cover damage to your property and, if you choose, resultant loss of income that is insured under other sections of this policy following an Act of Terrorism

Cover applies in England, Wales and Scotland but not the territorial seas adjacent as defined by the Territorial Sea Act 1987

Cover is provided up to the relevant sum insured under the Property damage or Business interruption section.

Optional cover

- ▶ Non-damage Business interruption

Section exclusions

Please refer to page 126 in your policy document for full details of the following exclusions.

- | | |
|--------------------------------|---------------------------------------|
| 1. Riot civil commotion or war | 3. Computer virus hacking or phishing |
| 2. Losses under other policies | |

General exclusions

The following exclusions apply to the policy (please refer to the individual sections of cover regarding exclusions/limitations that apply to each section).

- ▶ Excess
- ▶ Other insurances
- ▶ Radioactive contamination
- ▶ War risks
- ▶ Terrorism
- ▶ Date recognition
- ▶ Cyber (property)
- ▶ Pollution or contamination
- ▶ Infectious or communicable disease
- ▶ Territorial exclusion

General conditions

The following conditions apply to the policy (please refer to the individual sections of cover regarding conditions/limitations that apply to each section).

- ▶ Duty of fair presentation
- ▶ Reasonable care
- ▶ Alteration of risk
- ▶ Multiple insurances
- ▶ Fraudulent claims
- ▶ Unoccupied buildings
- ▶ Security
- ▶ Fire extinguishing appliances
- ▶ Fire alarm installations
- ▶ Intruder alarms
- ▶ Arbitration
- ▶ Cancellation
- ▶ Sanctions
- ▶ Assignment
- ▶ Law applicable
- ▶ Rights of third parties

Important questions answered

Who is the policy underwritten by?

Ecclesiastical Insurance Office plc. The legal expenses section is arranged through DAS Legal Expenses Insurance Company Limited (DAS)

How long with the policy run for?

Generally 12 months from the start date shown on your policy schedule

What are the payment options?

You can either pay for your policy in full or by instalments. If you pay by instalments, you must make regular payments as detailed in your credit agreement

Where am I covered?

In England, Scotland, Wales, Northern Ireland, the Channel Islands and the Isle of Man or elsewhere as agreed and shown in your policy schedule and policy document.

What are my obligations?

- ▶ You have a duty to present us with a fair presentation of the risks to be insured and must accurately disclose every material fact or circumstance which you know or ought to know about such risks.
- ▶ You must tell us as soon as reasonably possible if any of the details you have told us change.
- ▶ You must take reasonable steps to prevent or reduce loss or damage and maintain the property in a good state of repair.
- ▶ You must tell us as soon as reasonably possible of any event which may result in a claim

How can the policy be cancelled?

- ▶ We have the right to cancel your policy by sending seven days' notice and a refund of the proportionate premium for the unexpired cover will be given.
- ▶ You may request to cancel the policy at any time. There is no refund of premium if you do.

There are certain circumstances, for example in the Alteration of risk, Duty of fair presentation and Fraudulent claims conditions, where this may vary.

What happens at renewal?

We will send notice that your policy is approaching renewal before it is due. Your requirements may change over time, therefore please contact us or your broker if you wish to discuss your needs or any additional insurance requirements.

This policy is arranged by:

Clear Insurance Management Limited is authorised and regulated by the Financial Conduct Authority. Registered in England No. 3712209. Registered Office: 1 Great Tower Street, London EC3R 5AA.

Please refer to the policy schedule for your broker's contact details.

How do I make a claim?

New claims can be reported **24 hours a day, 7 days a week**.

For claims other than Legal expenses call:

 **0345 603 8381**

For Legal expenses claims call:

DAS Legal Expense Insurance Company Limited

 **0345 268 9124**

Full details of our claims procedure will be found in the policy documentation.

How do I make a complaint?

If you are unhappy with our products or service, please let us know as soon as possible.

You can contact us on:

 **0345 777 3322**

or email us at:

 **complaints@ecclesiastical.com**

If we are unable to resolve your complaint, we will provide you with information about the Financial Ombudsman Service which offers a free, independent complaint resolution service.

You can contact the Service on:

 **0800 023 4567** (9am-5pm)

or email them at:

 **complaint.info@financial-ombudsman.org.uk**

Full details of our complaints procedure will be found in the policy document.

What happens if Ecclesiastical can't meet its obligations?

Ecclesiastical Insurance plc contributes to the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation from the FSCS if Ecclesiastical Insurance plc is unable to meet its obligations.

Further information about the compensation scheme is available at:

 **www.fscs.org.uk.**

Or you can contact the FSCS by email at:

 **enquiries@fscs.org.uk**

or by calling:

 **0800 678 1100** (+44 207 741 4100 from abroad).



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Nether Alderley Parish Council
The Clerk/Responsible Financial Officer
Overall Responsibilities and Job Description

Overall responsibilities

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be responsible for ensuring that the instructions of the Council in connection with its functions as a Local Authority are carried out. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will be the Responsible Financial Officer (RFO) for the Council and will be responsible for all the financial records of the Council and the careful administration of its finances. The Council uses Scribe Accounting Software.

Job Description**Clerk and Responsible Financial Officer (RFO)**

- To ensure that legal, statutory and other provisions governing or affecting the running of the council are observed. To ensure that the Parish Council has all statutory and up to date policies in place and ensure timely reviews of policies
- To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- To prepare and ensure up to date register of assets/property and Risk assessments are in place
- To ensure that the Parish Council complies with the Transparency Code
- To monitor and balance the Council's accounts, to produce all required accounting and financial records in accordance with all statutory and other accounting and audit requirements and practices e.g. budget, accounts, budgetary control, bank reconciliations. To make all preparations necessary for audit, compliant with audit regulations, and to prepare records and address requirements for VAT
- To ensure suitable banking arrangements are in place
- To ensure that the Council's obligations to insure are properly met.
- To put arrangements in place for all meetings through the year (usually one each month, and additional Planning and other meetings as required)
- To prepare, in consultation with appropriate members, agendas for meetings of the Council and its committees; to issue summons to Councillors and advertise meetings as statutorily required
- To attend all meetings of the council and all meetings of its committees and other meetings arranged
- To produce and distribute meeting Minutes of the Council and Committees for approval
- To received correspondence and documents on behalf on the Council and to deal with the correspondence or documents or bring such items to the attention of the Council/Committees.

Nether Alderley Parish Council

The Clerk/Responsible Financial Officer

Overall Responsibilities and Job Description

- To issue correspondence as a result of the instructions of, or the policy, of the Council.
- To follow up all actions and respond to correspondence, in writing or verbally, as directed by the Parish Council and Committees at meetings.
- To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met in accordance with the Council's financial regulations. The Council uses Scribe Accounting Software. To issue invoices on behalf of the Council for goods and services and to ensure payment is received. The Council is VAT registered.
- To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields
- To draw up both on his/her own initiative and as a result of suggestions by councillor's proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.
- To supervise any other members of staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment and work of other staff.
- To ensure correct arrangements in place in relation to payroll, PAYE and pension requirements, for the Clerk and Council. The Council uses Shires Accountants for payroll purposes.
- To act as a representative of the Council as required.
- To issue notices and prepare agendas and minutes for the parish meeting: to attend the assemblies of the parish meeting and to implement the decisions made at the assemblies.
- To issue notices and prepare agendas and minutes for the Parish Council's annual AGM.
- To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the council.
- To attend training courses on the work and role of the Clerk as required by the Council
- To attend the Conferences of the Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.
- To run the Parish website
- To send correspondence to residents via the Parish mailing system, as directed by the Council
- To ensure that property is regularly inspected and maintained and covered by adequate insurance.
- As required by the Council, to manage contractors engaged to repair or maintain Parish Council property
- To manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form

Requirements of the Role

The Clerk provides the base for their work, usually their home, and will need space to securely store documents on the premises.

The Clerk is often the first point of contact for those communicating with the Council. The ability to communicate at all levels, both orally and in writing, with members of the community and other organizations is very important.

Nether Alderley Parish Council

The Clerk/Responsible Financial Officer

Overall Responsibilities and Job Description

Essential skills for the role include:

- High levels of numeracy, literacy, organisational and IT skills (the Council uses Scribe Accounting Software)
- Good administration skills
- The ability to work effectively on your own and as part of a team
- Flexibility and availability, to meet the needs of the Council and those requiring the Council's services. The timings of work may vary each week and attendance at evening and daytime meetings are essential.
- The ability to construct clear and detailed written responses, communications and information statements
- Willingness to undertake training for the CiLCA Clerk's qualification, if not already obtained.

The following would also be of great value to the role:

- Completion of other relevant qualifications e.g. the 10 module higher certificate in local policy, the SLCC 'working with your Council' induction pack, administration/book keeping qualifications, speed typing qualifications, computer literacy qualifications e.g. ECDL
- A current driving license and use of a car
- A good working knowledge and understanding of Local Government structure and practices
- An understanding of Local Council Governance
- Experience of working in an office
- Experience of dealing with members of the public
- Knowledge of operating a website
- Confidence with public speaking/speaking at meetings
- Experience in advising and servicing committees and working with members

Hours of work and remuneration

- 16 Hours per week
- Salary Level National Joint Council for Local Government Services (NJC) 1 April 2024 to 31 March 2025 £30,060 pro rata £15.58 per hour. This will be reviewed from April 2025 to take into account cost of living issues.
- The role is pensionable unless you opt out
- You would be based at home
- Travelling expenses will be paid for travelling to and from your home to Nether Alderley and within and beyond Nether Alderley when fulfilling your duties at Parish Clerk. Car mileage claims would be paid at 45 pence per mile.

General Information

Nether Alderley is a rural community situated in a beautiful green belt area.

A copy of our Draft Neighbourhood Plan can be found by clicking [HERE](#)

Nether Alderley Parish Council

The Clerk/Responsible Financial Officer

Overall Responsibilities and Job Description

A Copy of our Design Codes associated the Draft Neighbourhood Plan can be found by clicking [HERE](#)

The Parish Council has just completed a major renovation of its Grade II* Village Hall. Pictured below

Click [HERE](#) to see internal images.



It was deeded to the Parish Council in 1908 by Lord Stanley of Alderley to maintain as a community building in perpetuity.

This renovation will now protected it for the next 100 years. It is widely used for community uses and provides an income for the Council. It is also used for Council meetings. Full Fibre Broadband is being installed and both Audio visual and video conferencing to enhance its attractiveness for a wide range of hires including business meetings.

The Parish Council, comprised of eight Councillors, looks to preserve and care for the local environment and support the local community, whilst working positively with changes that are on the horizon for the parish.

Conclusion and contact details

The Parish Council hopes to find a Clerk who is committed to the Council and is keen to support Councillors in their roles and responsibilities, whilst understanding the governance requirements of running a small local Council. Equally our members will be very supportive of your role and have adopted specific areas of interest to provide such assistance.

David our outgoing Clerk who is retiring after a long life in local government will work alongside you for a time after your appointment to ensure that you settle into the role and are familiar with the accounting system etc.

Further information about Nether Alderley including all our minutes and agendas can be found on the Parish Council's parish website: **www.netheralderleyparish.com**

or by contacting David Naylor the Current Clerk on: 07717 244537

or by emailing him at: clerk.NAPC@gmail.com.

ENCLOSURE 5

Social Media guidance for Members

1. Purpose

This guidance is provided to assist Members when using social media. Members are bound by the Council's Code of Conduct for Members when using social media to conduct council business or to represent the Council and should be aware that they may be open to allegations that their actions have breached the code if giving the impression when using social media that they are acting in an official capacity. Where Members are using any "council resources" in order to access social media, they must also comply with the Use of Council Resources Guidance for Members which can be found in the Council's Constitution. This guidance assumes that most use of social media by Members will not involve the use of "council resources".

2. What is social media?

The term 'social media' is used to describe websites and applications for social networking, where people create, share and exchange content and ideas in virtual networks and communities. The content shared may include (but is not limited to) personal information, opinions, research, commentary, video, pictures, or business information.

For the purposes of this guidance, the term applies, but is not limited to: blogs, **WhatsApp**, Facebook, **X (formally known as Twitter)**, Flickr, LinkedIn, YouTube, Vimeo, Snapchat, Instagram, discussion forums, special interest forums, user communities and any other personal web space where content is created, manipulated and shared. There are many more examples of social media and this guidance is relevant in relation to any social media a Member may use.

Social media is an incredibly useful tool for Members; it can increase engagement reaching a wider audience; enabling active and potentially instantaneous conversations with your communities. It can also support increased participation, stimulating debate about services, campaigns and local issues and often at a fraction of the cost of many traditional means of communication.

This guidance is intended to assist Members on how to use social media responsibly and effectively. It also indicates how risks and pitfalls may be minimised and managed.

3. Guidelines for using social media

3.1 The Members Code of Conduct and "Blurred identities"

It is important for Members to be aware of the fact that they may have "blurred identities" online. This means that you may have a social media

account where you comment both as a Member and as an individual. For example, a Facebook account where you post about a great night out (personal) and another time explain the Council's position on recycling (Member). While it may be clear to you when you are posting in your private capacity or as a Member, this may be less clear to others. Such "blurred identities" may have implications where your views are taken as those of the Council or your political party, rather than your own personal opinion. It is therefore important for you to make sure that your social media accounts and profiles are as clear as possible as to whether you are speaking in your private capacity, as a Member of the Council, or as a member of your political party.

How you use your online identity will also determine how online content will be treated in respect of the Council's Code of Conduct for Members. The key to whether your online activity is subject to the Code of Conduct is whether you are giving the impression that you are acting as a Member of the Council.

This may be less than clear if you have a private blog or a Facebook profile and it is generally safest to assume that any online activity can be linked to your official role. (Unless you have gone to significant effort to keep an online persona completely separate from your Member identity, you are unlikely to be able to claim that you were acting in a completely private capacity).

Where you have a private blog or Facebook account that identifies you as a Member of the Council, you should state that the views expressed are your own and may not represent the views of the Council. Do not use the Council's logo, or any other council-related emblems on a personal account or website.

Where you are held to be acting as a Member of the Council, the Council's Code of Conduct for Members will apply to your online activity in the same way it does to other written or verbal communication you undertake. Members should therefore comply with the general principles of the Code of Conduct in what they publish and in what they allow others to publish.

You will need to be particularly aware of the following sections of the Council's Code of Conduct for Members:

☐ *You must not:*

- (a) *do anything which may knowingly cause the Council to breach the Equality Act 2010;*
- (b) *bully or be abusive to any person;*

☐ *You must not:*

- (a) *disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature*

- *You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or the Council into disrepute.*

3.2 Think before you publish

Social media sites are in the public domain and it is important to ensure you are confident of the nature of the information you publish. Once published, content is almost impossible to control and may be manipulated without your consent, used in different contexts, or further distributed. Be aware of your own safety when placing information on the internet and do not publish information which could leave you or others vulnerable. This is in all social media posts or groups that you may be a member of, not just those in your own accounts.

Be aware that historical social media posts made prior to taking office, or being 'tagged' into certain posts/content may potentially give rise to complaints. Where possible, you should take steps to review such posts and remove/'un-tag' controversial content from your social media page.

3.3 Choose appropriate privacy settings

Make use of stringent privacy settings if you don't want your social media to be accessed by the press or public. Read the terms of service of any social media site accessed and make sure you understand their confidentiality/privacy settings. Be careful about accepting people as 'friends' on social media sites, as this allows greater access to your personal social media content/information.

3.4 Make your commenting policy clear

You will need to take note of the comments that other people make on your site, as if you allow offensive comments to stand on your site it can upset members of your community and may constitute a breach of the Code of Conduct for Members. For blogs the easiest way to handle this is to moderate comments and to state clearly on your site that you are doing so and reasons why comments may be rejected. For Facebook or other social media networks, including multi-media sites like YouTube and Flickr where people can post public or semi-public messages to your profile, you will need to regularly check on your messages.

4. Principles for using social media

The following five "guiding principles" offer assistance on how to approach any social media activities:

Be respectful

Set the tone for online conversations by being polite, open and respectful. Use familiar language and be honest and professional at all times. Make

sure that you respect other people's confidentiality – do not disclose non-public information or the personal information of others.

Be credible and consistent

Be accurate, fair and transparent. Encourage constructive criticism and debate.

Make sure that what you say online is consistent with your other communications.

Be honest about who you are

It's important that any accounts or profiles that you set up are clear about your own personal role (see the advice on "blurred identities" above).

Be responsive

Respond to questions and comments in an appropriate timely manner.

Be confident

Don't be scared of participating. Seek further guidance from the Council's Members' Services or the Council's Central Communications Team if you need it. If you are about to publish something that makes you even the slightest bit uncomfortable, pause to think about it. Feel confident in what you say before you say it – and say it as clearly as you can.

5. Responsibilities of Members

In general, Members have the same legal duties online as anyone else. There are some additional duties around Members' use of their websites for electoral campaigning and extra care needs to be taken if Members are writing on planning, licensing and quasi-judicial matters.

5.1 Libel

Members are personally responsible for the content they publish on any form of social media. Publishing, or allowing to be published an untrue statement about a person which is damaging to their reputation may incur a libel action. A successful libel claim against you may result in an award of damages against you.

5.2 Copyright

Placing images or text on your site from a copyrighted source (for example extracts from publications or photos) without permission is likely to breach copyright. Avoid publishing anything you are unsure about or seek permission in advance. Breach of copyright may result in an award of damages against you.

5.3 Data Protection Legislation

Avoid publishing the personal data of individuals unless you have their express written permission.

5.4 Confidential Information

Do not publish or report on meetings which are private or internal (where no members of the public are present or the meeting is of a confidential nature). Do not publish or report on “Part 2 reports” (which contain confidential information or exempt information as defined in the Council’s Access to Information Procedure Rules at Part 4, Section B of the Council’s Constitution).

5.5 Bias and pre-determination

If you are involved in determining planning or licensing applications or other quasi-judicial decisions, avoid publishing anything on your blog that might suggest you don’t have an open mind about a matter you may be involved in determining. If not, the decision runs the risk of being invalidated.

5.6 Electoral periods

The Electoral Commission requires that candidates provide a return of expenditure on any form of advertising or campaign literature and that includes web advertising. And there are additional standards for materials which can be downloaded from a website. Full guidance for candidates is published on the Electoral Commission’s website.

6. Malware and online crime prevention

Social media can be used by the online criminal community to deliver malware and carry out schemes designed to damage property or steal confidential information. To minimise risk related to such threats, adhere to the following guidelines. While these guidelines help to reduce risk, they do not cover all possible threats and are not a substitute for good judgment.

- Do not use the same passwords for social media that you use to access Council computing resources.
- Do not follow links or download software on social media pages posted by individuals or organisations that you do not know.
- If any content you find on any social media web page looks suspicious in any way, close your browser and do not return to that page.
- Configure social media accounts to encrypt sessions whenever possible. Facebook, Twitter and others support encryption as an option. This is extremely important for roaming users who connect via public Wi-Fi networks.

7. Use of social media and smart devices during meetings and events

Increasingly handheld devices, such as smartphones or tablet devices like iPads are used to access social media during internal and external Council meetings and events to share information, views or comment.

Devices need to be used with care and in line with the above guidance for social media accounts. Alongside this, Members are asked to ensure that devices are silent during meetings and are used without disturbing others.

8. Compliance

The guidance in this document is in addition to the Council's Code of Conduct for Members, and Use of Council Resources Guidance for Members (adopted as Part 6, Section A and Section C of the Council's Constitution)

It should be noted that any breach of this guidance may also constitute a breach of the Member Code of Conduct

9. Review

These arrangements were last reviewed in **2025** and shall be reviewed **every year** thereafter, or earlier where there is a change in the applicable law or circumstances warrant an earlier review.

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6.1 The Internet

Members of the Council are able to gain access to the Internet to browse the web and use social media through computers held in Members' Services within the Town Hall complex; or remotely. Members will be provided with a unique user ID and password to access the Internet.

A Member should consider the appropriateness of accessing a website and / or using social media depending on the content, reason or situation they are in e.g. while in the presence of members of the public.

The Council has published separate Guidance for Members on the Use of Social Media (Twitter, YouTube, Blogging, Facebook etc).

6.1.1 Acceptable Uses of the Internet

The following list, although not intended to be definitive, sets out broad areas of use that the Council considers to be acceptable uses of the Internet:

- to view and obtain information in direct support of the City Council's business activities;
- to promote services and products provided by the City Council;
- to communicate and obtain information in support of approved personal training and development activities;
- any other use that directly supports the work of a Councillor.

6.1.2 Unacceptable Uses of the Internet

In addition to the uses listed as unacceptable uses of all Council Resources at section 2 there are further restrictions on the use of the Internet for Councillors.

In general terms, any use of the Internet must not contravene the Data Protection legislation; The Computer Misuse Act (1990); The Copyrights, Designs and Patents Act (1988); The Obscene Publications Act (1959) and (1964); or any Council policy (in particular, Council policies on Information and Internet Security; Equal Opportunities and Harassment).

Unacceptable uses include the following:

- the deliberate propagation of computer viruses, or use of the Internet to attempt unauthorised access to any other IT resource;
- access to, and use of, recreational games.

6.1.3 Restrictions on Use of the Internet

Where possible, access to material known to be of an offensive or undesirable nature (for example, which may contravene the City Council's

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policies on Equal Opportunities and Harassment) will be prevented using appropriate security tools and filtering software.

If any Member unintentionally accesses an Internet site which contains material of an offensive or undesirable nature, they should immediately exit the site. In these instances Members should report the incident to Members' Services or the ICT Helpdesk who may prevent future access to such sites by implementing preventative measures.

Any use of the Internet which is considered to be a criminal matter, will be referred to the Police and may lead to criminal prosecution.

6.2 Email

Each Member will have access to an MCC email account for the duration of their time as an Elected Member. Whenever an external e-mail is sent, the sender's name, email address and Council name must be included as the signature of the email (except when sending a personal email).

This will also prevent any private communications, including emails, sent or received by a Member in their private capacity becoming part of the Council's administrative records. Emails form part of the administrative records of the City Council and the City Council has the right of access to all emails sent or received, on the same basis as written documentation. Emails may also be requested under the Freedom of Information Act (2000) or Data Protection legislation and if in scope (unless exempt) would have to be disclosed.

6.2.1 Acceptable Uses of Email

The following list, although not intended to be definitive, sets out broad areas of use that the Council considers to be acceptable uses of its email system:

- to provide a means of communication within the Council, with other Councils, agencies, organisations and constituents;
- to promote services and products provided by the City Council;
- to communicate and obtain information in support of approved personal training and development activities;
- any other use that directly supports the work of a Councillor in that role.

6.2.2 Unacceptable Uses of Email

In addition to the uses listed as unacceptable uses of all Council Resources at section 2, there are further restrictions on the use of the MCC email system for Members.

Forgery or attempted forgery of electronic mail is prohibited. Attempts to read, delete, copy or modify the mail of others are prohibited. If a Member receives an e-mail from outside the Council that they consider to be offensive or harassing, Members' Services or the ICT Helpdesk should be consulted in accordance with the City Council's Incident Reporting Procedures. Members

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should not respond to such e-mails (internal e-mail of a harassing nature will be dealt with under the City Council's Harassment policy).

Council work should not be emailed to a Member's personal email address as this is not a secure method of transferring data. Any personal or sensitive email being sent outside of the MCC internal network should be sent securely via the Council's email encryption solution available via the MCC email system. Advice on how to access these encryption solutions is available from the ICT helpdesk or Members' Services.

6.2.3 Use of Council Email

As stated above it is not permissible to use the Council e-mail system to send e-mails about party political matters (including to other Councillors) or to reply to such emails using the Council e-mail system. It is expected that members will use their own non-Council e-mail addresses in order to transmit party political matters without using Council resources, although the use of the Council e-mail system to communicate within political groups is permitted where communications relate to Council business.

Council e-mail addresses must not be used in political campaign material relating to a forthcoming election or referendum. They must also not be used at any time in communications material that a reasonable person would deem to be aimed at procuring future electoral success for a particular candidate or party or campaigning on a political position associated with a particular party. Council e-mail addresses can be used in communications material relating to Council business or constituency casework matters.

6.3 Etiquette and User Responsibilities

As a general principle, remember that you are acting as an elected representative of the City Council, using Council equipment and are accessing a non private network when browsing the Internet or communicating using social media or emails which can be seen by anyone or reproduced for this purpose.

At all times have regard for City Council policies and legal requirements when using the Internet or sending or responding to emails. Where appropriate, have equal regard for specified rules and policies of the owners of services you access via the Internet.

7. Information Security

The security of the Council's networks, and of the systems and information held on it, is paramount. Any information security breach could have an adverse impact on the Council, Members, officers and Manchester residents. Due to the likelihood of sensitive and personal information being held on equipment used by a Member, all equipment must be stored securely, be password protected and in the case of tablets, have secure encryption protection installed and operational. All Members must assign a password to

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their tablets and mobile devices of a complexity to comply with Manchester City Council's policy on password standards (available on the ICT pages on the intranet). Passwords must never be shared with anyone, however, if a Member forgets their password the ICT helpdesk is able to reset them.

Cyber attacks are a significant threat to the Council. A successful ransomware cyber attack has the potential to cause a significant and detrimental long-term impact on the services we provide, including financial damage and loss of data, affecting our residents, businesses and our reputation. To protect the Council it is essential that all members complete the mandatory cyber-security e-learning when requested to do so. You will have received an invite from 'MCC Compliance'. If members have difficulty accessing this e-learning they should contact ict.security@manchester.gov.uk or speak to members services.

Members should use the Council issued IT equipment wherever possible to provide a secure and consistent experience when accessing Council systems irrespective of working in a Council building or remote location. However, when this isn't possible Members are able to connect to the Manchester City Council network from personal equipment using Callsign and Citrix. Councillors who use their own pc or laptop must ensure that suitable anti-virus is installed and up-to-date, the firewall is switched on and regular security updates are being installed on the pc or laptop via the relevant Update Server (where the pc or laptop is provided by the Council, these features will be enabled and managed by ICT by default). If required Members' Services or the ICT Helpdesk will be able to assist in applying for Callsign access.

If any IT equipment (Personal or Council Issued) that is used to access Council IT systems is lost or stolen, it is the responsibility of the Member to report this to Members' Services or the ICT helpdesk immediately. Cable locks should be used to secure equipment to desks as a preventative measure.

To protect the MCC network, the use of USB drives and other removable media is restricted in accordance with the Council's Removable Media Policy (available on the ICT pages on the intranet). Staff in Members' Services can assist if a Member requires a presentation or other information to be used for Council business to be loaded on to a tablet.

8. Monitoring

In order to ensure compliance with the requirements of City Council policies and the contents of this policy, the City Council has the right to inspect any Council IT equipment used by a Member. This may include utilising monitoring software to check on the use of e-mail services, software to check the content of all e-mail messages sent and received, phone call and text message files and Internet log files.

These software monitoring tools will only be used for the legitimate purposes of ensuring compliance with stated policies and guidelines so as to protect the