

# **Nether Alderley Parish Council**

## **Enclosures**


**Public Copy**

**1 - 4**

**Council Meeting**  
**14th November 2023**

# BALANCE SHEET 2023/24 - Nether Alderley Parish Council

**PAYMENTS** Negative Values are projected underspends shown in **green** in Variance Col **Red** is projected overspend

	Cost Code	Annual Budget 2022/23	Budget Out turn 2022/23	Annual Budget 2023/24	Quarter's Budget (annual divided by 4)	Qtr1 April to June incl	Qtr 2 July to Sept Inc	Qtr 3 Oct to Nov Incl (projected to end December)	Qtr 4 Jan to April Incl	Projection to year end based on Qtr 1x 4 or known actuals	Projected Cumulative Variance to year end
											
<b>01 Staff Costs</b>											
5	Clerk's Salary	13250	11419.35	12,125.00	3,031.22	2,804.05	2831.85	2882.45	2831.85	11,350.20	-774.80
6	Employer Pension	3000	1099.09	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
7	Employer NI	689	431.29	200.00	49.97	90.46	76.99	95.28	95.28	358.01	158.01
42	Overtime	0	1285.21	1,500.00	375.00	125.45	0	146.93	146.93	419.31	-1,080.69
43	Back Pay	0	604.55	0.00	0.00	0.00	0	0.00	555.50	555.50	555.50
	<b>Sub total</b>	<b>£16,939.00</b>	<b>£14,839.49</b>	<b>£13,825.00</b>	<b>£3,456.19</b>	<b>£3,019.96</b>	<b>£2,908.84</b>	<b>£3,124.66</b>	<b>£3,629.56</b>	<b>£12,683.02</b>	<b>-1,141.98</b>
<b>02 Administration</b>											
8	Pension III Health Insurance	150	124.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	Staff Training	180	0.00	180.00	45.00	0.00	0.00	0.00	0.00	0.00	-180.00
12	Payroll Services	194	246.50	300.00	75.00	97.50	56.50	112.50	0.00	266.50	-33.50
13	Stationery	250	372.27	450.00	112.50	96.76	83.77	105.00	96.76	387.04	-62.96
14	Staff Travelling Expenses	400	618.75	750.00	187.50	199.35	134.10	160.00	160.00	653.45	-96.55
16	Staff Mobile Phone (Clerk)	154	127.62	150.00	37.50	27.51	27.51	27.51	27.51	110.04	-39.96
17	Office Equipment	625	543.32	460.00	115.03	276.99	20.83	59.29	50.00	407.11	-52.89
18	Insurance	1466	1,053.18	1,450.00	362.53	2,538.06	0.00	0.00	0.00	2,538.06	1,088.06
19	Audit Fees	573	538.50	600.00	150.00	275.00	0.00	315.00	0.00	590.00	-10.00
20	Annual Subscriptions	593	854.58	1,200.00	300.00	288.00	288.64	0.00	0.00	576.64	-623.36
25	Honours Board	150	0.00	150.00	37.50	0.00	0.00	150.00	0.00	150.00	0.00
32	Bank Safety Deposit	25	25.00	25.00	6.28	2.73	0.00	0.00	0.00	2.73	-22.27
37	Cloud Storage	0	£4.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Sub Total</b>	<b>£4,760.00</b>	<b>£4,508.82</b>	<b>£5,715.00</b>	<b>£1,428.84</b>	<b>£3,801.90</b>	<b>£611.35</b>	<b>£929.30</b>	<b>£334.27</b>	<b>£5,681.57</b>	<b>-33.43</b>
<b>03 Parish Hall</b>											
21	Hire of P.Hall (Public Events)	280	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22	Parish Hall Expenses	3769	416.23	1,000.00	250.03	0.00	109.37	0.00	0.00	109.37	-890.63



Cost Code	Annual Budget 2022/23	Budget Out turn 2022/23	Annual Budget 2023/24	Quarter's Budget (annual divided by 4)	Qtr1 April to June incl	Qtr 2 July to Sept Inc	Qtr 3 Oct to Nov Incl (projected to end December)	Qtr 4 Jan to April Incl	Projection to year end based on Qtr 1x 4 or known actuals	Projected Cumulative Variance to year end
47 Insurance Excess	£250.00	£0.00	250.00	62.5	£0.00	0.00	0.00	0.00	£0.00	-250.00
48 Asset Managmnt Conting	£1,500.00	£0.00	1500.00	375	£0.00	0.00	0.00	0.00	£0.00	-1,500.00
49 External Audit Contingency	£200.00	£0.00	200.00	50	£0.00	0.00	0.00	0.00	£0.00	-200.00
50 Parish Hall Contingency	£2,000.00	£0.00	0.00	0	£0.00	0.00	0.00	0.00	£0.00	0.00
51 Boundary Signage	£0.00	£0.00	2213.46	553.365	£0.00	0.00	0.00	0.00	£0.00	-2,213.46
52 Kings Coronation	£0.00	£0.00	0.00	0	£0.00	0.00	0.00	0.00	£0.00	0.00
51 Bus Shelter Contingency	£1,000.00	£0.00	1000.00	250	£0.00	0.00	0.00	0.00	£0.00	-1,000.00
52 Parish Hall Electrcy Conting	£2,500.00	£0.00	0.00	0	£0.00	0.00	0.00	0.00	£0.00	0.00
53 Tree Cutting	£1,000.00	£0.00	1000.00	250	£0.00	0.00	0.00	0.00	£0.00	-1,000.00
54 Parish Hall Renovation	£94,216.00	£0.00	130000.00	32500	£0.00	0.00	0.00	0.00	£0.00	-130,000.00
Sub Total	£102,666.00	£0.00	£136,163.46	£34,040.87	£0.00	£0.00	£0.00	£0.00	£0.00	-136,163.46
15 General Reserves										
45 Unallocated General	£5,200.00	£0.00	20,000.00	5000.00	£0.00	0.00	0.00	£0.00	£0.00	-20,000.00
Sub Total	£5,200.00	£0.00	£20,000.00	5000.00	£0.00	0.00	0.00	0.00	0.00	-20,000.00
PAYMENT TOTALS	£169,358.00	£46,793.28	£219,038.91	£54,221.02	£24,457.21	£22,901.15	£8,416.71	£5,133.58	£60,913.40	-158,125.51
Less Earmarked Reserves	£61,492.00	£46,793.28	£62,875.45	£15,180.15	£24,457.21	£22,901.15	£8,416.71	£5,133.58	£60,913.40	-£1,962.05
RECEIPTS Note Negative Figures are a reduction income over the budget and shown in Red in Variance Col										
01 Correction of under/over Pension Contributions	£0.00	£313.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02 Ill Health Insurance refund	£0.00	£0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03 P/Hall Electricity refund	£0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03 Parish Hall Fund Donations	£0.00	312.62	0.00	0.00	1000.00	0.00	0.00	0.00	1,000.00	1,000.00
Sub Total	£0.00	£625.92	£0.00	£0.00	£1,000.00	£0.00	£0.00	£0.00	1,000.00	1,000.00
06 Burial Ground										
28 Burial Ground Fees	3135	3110	3,200.00	799.97	1530.00	1,200.00	600.00	600.00	3,930.00	730.00

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Sub Total	£3,135.00	£3,110.00	£3,200.00	£799.97	£1,530.00	£1,200.00	£600.00	£600.00	3,930.00	730.00
08 Neighbourhood Plan										
30 Neighbourhood Plan	3500	1290	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sub Total	£3,500.00	£1,290.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.00	0.00
09 Community										
35 Community Fund (Newslette	200	195	215.00	53.72	0	0.00	0.00	0.00	0.00	-215.00
36 Community Fund Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sub Total	£200.00	£195.00	£215.00	£53.72	£0.00	£0.00	£0.00	£0.00	0.00	-215.00
10 Precept										
26 Precept	54650	54,650	59,412.00	14853.00	29706.00	29706.00	0.00	0.00	59,412.00	0.00
Sub Total	£54,650.00	£54,650.00	£59,412.00	£14,853.00	£29,706.00	£29,706.00	£0.00	£0.00	£59,412.00	0.00
11 Community Infrastructure										
31 Community Infrastructure Le	0.00	25521.96	0	0.00	19,507.97	0.00	0.00	0.00	19,507.97	19,507.97
Sub Total	£0.00	£25,521.96	£0.00	£0.00	£19,507.97	£0.00	£0.00	£0.00	19,507.97	19,507.97
12 Bank Interest										
38 Reserve Bank Account	7	109.65	100.00	25.03	67.60	87.17	82.17	82.17	319.11	219.11
39 Current Bank Account	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40 Skipton Building Society	0.00	1444.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41 Unity Bank Savings					0.00	82.88	248.00	248.00	578.88	578.88
Sub Total	£7.00	£1,553.68	£100.00	£25.03	£67.60	£170.05	£330.17	£330.17	897.99	797.99
13 VAT Repaid										
41 VAT to be repaid by HMRC	706.6	706.6	*£5096.06	0.00	0.00				0.00	0.00
	£706.60	£706.60	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.00	0.00
RECEIPT TOTALS	£62,198.60	£87,653.16	£62,927.00	£15,731.72	51,811.57	31,076.05	930.17	930.17	84,747.96	£21,820.96
Cumulative Net Variencer (i.e difference between Income and Expenditure) Green = Positive & RED = Negative					Qtr 1	Qtr2	Qtr3	Qtr4	Cumulative	Net Variance
					£27,354.36	£8,174.90	-£7,486.54	-£4,203.41	£23,834.56	£179,946.47

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This spreadsheet is based on actuals for the 1st & 2nd Qtrs of 2023/24 and either a flexed budget across the rest of the qtrs or expected actuals where they are known. All these figures are shown against 2023/24 budgets for payments and receipts.

NAPC Total expected Resources	
Earmarked Reserves	£136,163.46
Section 106	£163,727.70
CIL October	£26,253.23
Alderley Institute Trust	£47,750.00
PWLB Grant	£250,000.00
Vat Reclaim 22/23	£5,096.00
Vat Reclaim 2023/24	£0.00
JMC Capital	£18,000.00
Projtd Underspend 23/24	£23,834.56
General Reserves	£20,000.00
Total	£670,824.95

May be extra interest on this

May be extra interest on this

Confirmation Rcd from Steve Parkinson that we can recover this  
Cannot be taken into account because expenditure is net of VAT

Projected income less projected expenditure

**Not Included in total - we should avoid spending this if possible**

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Costs	
Tender	£589,215.00
Updated Architects Fees	£22,542.00
Architect CDM cost to add	
QS Extra	£350.00
Principal Designer	£650.00
WML Structural Engineer	£1,026.00
Building Control STMC	£3,440.00
Archeaological Survey	£3,500.00
Extra Contingency to cover Provisional Sums	
Total	£620,723.00

Adjusted figure by Architect from £578,000

Stage 4 is included in the above table. This is for stages 5&6 plus VAT which we will recover.

Clerk to clarify with Architect

Original estimate 1.25% of £550,000 =£6,875. Based on £578,000 would be £7,225 an increase of £350

Supplied Figure

WML Supplied Figure

**Need to Accept this Quote**

Archiect Prudent Estimate

Provisional sums in the tender of £42,511 plus £30,000 of continencies equates to £72,511 (12.55 % of the tender figure) should be sufficient to guard against cost overruns and may reduce the price if not used.



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<div><div>Issues still to be aware of</div><table><tr><td>Tender Costs - We may need to phase the work spending the s106 first</td><td rowspan="8">Need to confirm payment profile with Arcitect and QS  OK included in table above  OK should be dealt with the Provisional Sums and Contingency in table above  Archiects Only and QS there are others  Very important for VAT payment and recovery  £100,000 VAT resdue including VAT on fees will need careful handling   Expected to run into June 2024  OK</td></tr><tr><td>Contingency Sums</td></tr><tr><td>Cost Overruns</td></tr><tr><td>Outstanding Professional Fees</td></tr><tr><td>Payment Profiles/Stage Payments</td></tr><tr><td>VAT Payments Recovery CEC will pay VAT on Section 106 payments</td></tr><tr><td>We will be paying off loan charges and the contactors at the same time</td></tr><tr><td>Start and End Dates - Managing Cash flow will be critical</td></tr><tr><td>Income from the Hall after refurbishments will offset Loan Charges in 2024/25</td><td></td></tr></table></div>											Tender Costs - We may need to phase the work spending the s106 first	Need to confirm payment profile with Arcitect and QS  OK included in table above  OK should be dealt with the Provisional Sums and Contingency in table above  Archiects Only and QS there are others  Very important for VAT payment and recovery  £100,000 VAT resdue including VAT on fees will need careful handling   Expected to run into June 2024  OK	Contingency Sums	Cost Overruns	Outstanding Professional Fees	Payment Profiles/Stage Payments	VAT Payments Recovery CEC will pay VAT on Section 106 payments	We will be paying off loan charges and the contactors at the same time	Start and End Dates - Managing Cash flow will be critical	Income from the Hall after refurbishments will offset Loan Charges in 2024/25	
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## Nether Alderley Parish Council

8 November 2023 (2023-2024)

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

<b>A</b>	<b>Bank Reconciliation at 08/11/2023</b>		
	Cash in Hand 01/04/2023		161,464.28
	<b>ADD</b> Receipts 01/04/2023 - 08/11/2023		82,949.65
	<b>SUBTRACT</b> Payments 01/04/2023 - 08/11/2023		244,413.93
			54,988.13
	<b>Cash in Hand 08/11/2023</b> (per Cash Book)		<b>189,425.80</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 01/11/2022	0.00	
	Unity Trust Bank Savings Acc. No. 01/11/2023	20,082.88	
	Skipton Building Society 01/11/2023	84,994.03	
	Reserve Account Nat West Acc. No. 01/11/2023	25,229.58	
	Current Account Nat West Acc. No. 01/11/2023	59,119.31	
			<b>189,425.80</b>
	Less unrepresented payments		
			189,425.80
	Plus unrepresented receipts		
	<b>Adjusted Bank Balance</b>		<b>189,425.80</b>
	<b>A = B Checks out OK</b>		

**Nether Alderley Parish Council**  
**Reserves Balance up to 8th Nov 2023**  
**2023-2024**

# DOCUMENT 1B

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Capital</b>					
General Reserve (Four Months		20,000.00			20,000.00
<b>Total Capital</b>	<b>0.00</b>	<b>20,000.00</b>			<b>20,000.00</b>
<b>Earmarked</b>					
Insurance Excess		250.00			250.00
Asset Management Contingenc		1,500.00			1,500.00
External Audit Contingency		200.00			200.00
Parish Hall Contingency					0.00
Boundary Signage		2,213.46			2,213.46
Kings Coronation					0.00
Bus Shelter Contingency		1,000.00			1,000.00
Hall Electricity Contingency					0.00
Tree Cutting Contingency		1,000.00			1,000.00
Hall Renovation		130,000.00			130,000.00
<b>Total Earmarked</b>	<b>0.00</b>	<b>136,163.46</b>			<b>136,163.46</b>
<b>TOTAL RESERVE</b>		<b>156,163.46</b>			<b>156,163.46</b>
<b>GENERAL FUND</b>					<b>33,262.34</b>
<b>TOTAL FUNDS</b>					<b>189,425.80</b>

## Nether Alderley Parish Hall S106 VERY URGENT

David Naylor <clerk.napc@gmail.com>

Wed, 1 Nov, 16:37

To the Section 106 Officer

### **Nether Alderley Parish Hall Refurbishment**

I know you are very busy, but the Parish Council and I are now getting beyond desperate to have some certainty regarding the process and use of our £163,727 section106 allocation. Thanks for Clare updating the s106 figure to include interest to date.

We have all the necessary planning and listed building consents in place. We have appointed Kepczyk Pearce Sanderson (KPS) Architects 75 Wilmslow Road Handforth Wilmslow Cheshire SK9 3EN experts in renovating listed buildings. We have appointed a Quantity Surveyor who rated Number One in CEBC's Framework Agreement i.e. Currie & Brown UK Ltd 150 Holborn London EC1N 2NS. We have tendered the work and selected a preferred supplier B & E Boys Ltd Todd Carr Road Waterfoot Rossendale Lancashire BB4 9SJ with a Tender Price of £589,000 and a build period of 24 weeks.

We will need to sign the contract very soon otherwise the held tender price will not be guaranteed.

There is a significant VAT included in these renovation works and its recovery from HMRC. As such we would like Cheshire East Council (CEBC) to fund the works, and recover the relevant VAT, up to the value of the Section 106 allocation. This is because we are a small Parish Council, and we need to manage our cash flow very carefully otherwise our reserves will be strained. We cannot pay all this out and claim the s106 at the conclusion of the work because there will be stage payments on a monthly basis validated by our quantity surveyor.

The process, which I repeat below and is based on your email, is that our contractor(s) would be registered as suppliers with CEBC and CEBC would pay the bill and recover the VAT. You were going to check if this is still the current process. If you can confirm this. I will respond immediately with all the information listed below which I am currently collecting.

Your email text is below concerning the current and hopefully still the future S106 process.

### **Work Estimates & Registering Supplier/Contractors**

For a supplier/contractor to be paid directly by CEBC from the s106 commuted sum, the supplier/contractor needs to firstly seek approval from CEBC by providing an estimate for work(s) to be registered on CEBCs system.

For all works and registration, estimate(s) should be sent to CEBC for internal approval by the s106 Monitoring Officer in consultation with Assets Team to ensure compliance with the s106 obligations.

Estimate(s) MUST\* be in PDF format and on the Company's letterhead paper bearing a handwritten signature and contain the following information:

- Planning ref: 15/5401M (on which the s106 was calculated)
- Bank Name
- Bank Address
- Sort Code
- Account Number
- Companies House No.
- VAT Number
- Key Contact Name
- Key Contact Telephone Number
- Key Contact Fax Number
- Key Contact Email Address
- Business Address
- Specify spend/project period of 5 years (so that the Supplier/contractor remains on CEBC system for this length of time)
- Details and £ cost of works (and whether it is a one-off payment)

\*Information not presented in the above format will result in delays.

**Addressed to:**

Cheshire East Borough Council  
Development Management Service  
C/o Section 106 Monitoring Officer  
Macclesfield Town Hall, Market Place, Macclesfield, Cheshire, SK10 1EA  
Email in PDF format to both:

The S106 Officer &  
[clerk.napc@gmail.com](mailto:clerk.napc@gmail.com)

**Purchase Order Number**

Once the supplier/contractor is registered on CEBCs system, a Purchase Order Number (PON) will be issued to the supplier/contractor which must be used on ALL future correspondence/estimates/invoices as their individual ID.

**Invoices**

On completion of works in line with the estimate, the supplier/contractor should invoice CEBC directly for payment.

Invoices sent to CEBC for payment, MUST include the following information:

- Supplier/contractor's individual PON
- Planning ref: 15/5401M
- Project: Nether Alderley Parish Hall
- Payee name
- Payee address
- TOTAL £ (itemise VAT if applicable)
- Details of works

Email in PDF format to both:

The Section 106 Officer &  
[clerk.napc@gmail.com](mailto:clerk.napc@gmail.com)

**Payment**

Invoices are submitted for approval by s106 Monitoring Officer in consultation with Assets Team to ensure compliance with s106 obligations.  
CEBC 30-day payment terms.

Thanks

David Naylor

**Clerk to Nether Alderley Parish Council**

07717 244537

**Nether Alderley Parish Council**  
**Form 126 Schedule - VAT between 01/04/2022 to 31/03/2023**

**DOCUMENT 3A**

Invoice Date	Supplier VAT Reg No	Supplier	Desc	VAT
18/02/2022	569953277	Vodafone (Mobile Phone)	Clerk's Mobile Phone	3.00
01/03/2022	39237322	Microsoft	One Drive 100gb	0.33
08/03/2022	775205720	Greensplash Ltd	Unpresented Cheque Cancelled	-24.00
08/03/2022	775205720	Greensplash Ltd	Unpresented Cheque Cancelled	-16.00
01/04/2022	135 5949 B6	U W Utility Warehouse	Parish Hall Electricity April	83.09
24/04/2022	407022835	Shires Payroll Services	Payroll Services	12.80
25/04/2022	771744412	JDH Business Services (Internal Aud	Internal Audit Fees	47.70
07/05/2022	135 5949 B6	U W Utility Warehouse	Parish Hall Electricity May	58.11
10/05/2022	569953277	Vodafone (Mobile Phone)	Clerk's Mobile Phone	2.19
10/05/2022	569953277	Vodafone (Mobile Phone)	Clerk's Mobile Phone	2.00
10/05/2022	39237322	Microsoft	One Drive Cloud Storage	0.33
10/05/2022	672523729	Ryman Stationery	Stationery	2.17
10/05/2022	220 4302 31	Tesco (Stationery)	Stationery	1.33
10/05/2022	39237322	Microsoft	One Drive Cloud Storage	0.33
10/05/2022	220 4302 31	Tesco (Stationery)	Stationery	3.25
10/05/2022	135597879	The Works (Stationery)	Stationery	0.50
10/05/2022	672523729	Ryman Stationery	Stationery	3.82
10/05/2022	216412148	HP Inc UK Ltd	Clerk's Laptop	91.66
10/05/2022	39237322	Microsoft	365 Annual Subscription	13.33
11/05/2022	941745120	Scribe Starboard Systems Ltd	Annual Subscription - Accounts Soft	97.00
28/05/2022	250872112	The Cartridge People.com	Stationery	13.33
31/05/2022	874904195	WML Consulting and Geotechnical E	Geotechnical Work at Parish Hall	220.00
07/06/2022	874904195	WML Consulting and Geotechnical E	Third Party Costs re Geotechnical W	121.62
14/06/2022	778603785	O2 (Telefonica UK Ltd)	Clerks Mobile SIM Card	1.83
23/06/2022	2859315 22	Fire Queen	Fire Extinguisher Check - Parish Hal	31.92
23/06/2022	874904195	WML Consulting and Geotechnical E	Geotechnical Testing at Parish Hall	43.71
23/06/2022	2859315 22	Fire Queen	Fire Extinguisher Check - Mausoleur	32.55
06/07/2022	407022835	Shires Payroll Services	Payroll Services	7.80
09/07/2022	135 5949 B6	U W Utility Warehouse	Parish Hall Electricity July	14.05
11/07/2022	375678541	Grasslands Nurseries	Jubilee Tree Purchased by Keith Fai	22.42
12/07/2022	135 5949 B6	U W Utility Warehouse	Parish Hall Electricity - June	51.48
12/07/2022	778603785	O2 (Telefonica UK Ltd)	Clerks Mobile SIM Card	1.83
01/08/2022	887320890	Ideal 365 Ltd (via Amazon Business	Paper Towels for Parish Hall	3.33
06/08/2022	135 5949 B6	U W Utility Warehouse	Parish Hall Electricity August	14.35
09/08/2022	778603785	O2 (Telefonica UK Ltd)	Clerk Mobile SIM Card	1.83
05/09/2022	140922142	I AM Print Ltd Adelphi Mill Bollington	N.Plan Flyer Sept 2022	7.50
07/09/2022	135 5949 B6	U W Utility Warehouse	Parish Hall Electricity - September F	60.94
09/09/2022	4400498250	PKF Littlejohn External Audit	External Audit Fee 21/22	60.00
13/09/2022	672523729	Ryman Stationery	Stationery Ryman	3.96
13/09/2022	778603785	O2 (Telefonica UK Ltd)	Clerks Mobile SIM Card	1.83
13/09/2022	778603785	O2 (Telefonica UK Ltd)	Clerks Mobile SIM Card	1.83
13/09/2022	116654277	Dacrylate Paints Ltd	Paint for former BT Phone Box	11.16
15/09/2022	250872112	The Cartridge People.com	Stationery	3.49
29/09/2022	327729968	KepczK Pearce Sanderson	Architects Fees (25%)	974.90
11/10/2022	407022835	Shires Payroll Services	Payroll Services	7.80
18/10/2022	672523729	Ryman Stationery	Stationery	3.75
25/10/2022	981248402	aE Atmosphere Environmental	Asbestos Assessment for Parish Hal	130.00
27/10/2022	874904195	WML Consulting and Geotechnical E	Structural Consultancy Services	162.00
31/10/2022	407022835	Shires Payroll Services	Payroll Services	20.90
08/11/2022	778603785	O2 (Telefonica UK Ltd)	Clerks Mobile SIM Card	1.83
09/11/2022	672523729	Ryman Stationery	Stationery Ryman	2.00
09/11/2022	135 5949 B6	U W Utility Warehouse	Parish Hall Electricity December Pay	1.08
14/11/2022	250872112	The Cartridge People.com	Stationery Ink Cartridges	3.49
02/12/2022	327729968	KepczK Pearce Sanderson	Architects Fees Technical Design re	1,946.01
06/12/2022	135 5949 B6	U W Utility Warehouse	Parish Hall Electricity January 23 P	7.16
13/12/2022	778603785	O2 (Telefonica UK Ltd)	Clerks Mobile SIM Card	1.83
31/12/2022	703903850	AEC (Airborne Environmental Consu	Fire Risk Assessment at the Parish H	73.57
09/01/2023	135 5949 B6	U W Utility Warehouse	Parish Hall Electricity February for C	12.10
10/01/2023	672523729	Ryman Stationery	Stationery Ryman	1.17

**Nether Alderley Parish Council****Form 126 Schedule - VAT between 01/04/2022 to 31/03/2023**

<b>Invoice Date</b>	<b>Supplier VAT Reg No</b>	<b>Supplier</b>	<b>Desc</b>	<b>VAT</b>
10/01/2023	778603785	O2 (Telefonica UK Ltd)	Clerk's Mobile Sim Card	1.83
13/01/2023	842818316	Cartridge Discount	Ink Cartridges	3.33
31/01/2023	317828189	Defib World	Replacement Defib Pads	11.67
08/02/2023	135 5949 B6	U W Utility Warehouse	Parish Hall Electricity March Payment	94.19
13/02/2023	775205720	Greensplash Ltd	SSL Website Certificate Payment	17.00
14/02/2023	778603785	O2 (Telefonica UK Ltd)	Clerk Mobile SIM Card	1.83
27/02/2023	874904195	WML Consulting and Geotechnical E	Structural Contingency Work	324.00
07/03/2023	140922142	I AM Print Ltd Adelphi Mill Bollington	Neighbourhood Plan Banner	8.60
07/03/2023	135 5949 B6	U W Utility Warehouse	Parish Hall Electricity 31 March Payment	84.09
08/03/2023	548357708	Galloways Printers Ltd	Printing of N. Plan and Display Board	82.40
14/03/2023	778603785	O2 (Telefonica UK Ltd)	Clerks Mobile - SIM Card	1.83

**Amount of VAT you can claim for this period is: £5,096.06**



**Nether Alderley Parish Council**  
**Form 126 Schedule - VAT between 01/04/2023 to 30/09/2023**

**DOCUMENT 3B**

Invoice Date	Supplier VAT Reg No	Supplier	Desc	VAT
31/03/2023	327729968	KepczK Pearce Sanderson	KPS Architects Fees	973.63
01/04/2023	775205720	Greensplash Ltd	Website Hosting	12.60
01/04/2023	941745120	Scribe Starboard Systems Ltd	Scribe Accounting Software	57.60
07/04/2023	135 5949 B6	U W Utility Warehouse	Utilities Warehouse Electricity Bill	88.80
11/04/2023	672523729	Ryman Stationery	Stationery	3.83
11/04/2023	778603785	O2 (Telefonica UK Ltd)	Clerks Sim Card	1.83
14/04/2023	660 4548 36	Argos	Office Equipment	5.00
25/04/2023	771744412	JDH Business Services (Internal Auc	Internal Audit Fees	55.00
27/04/2023	874904195	WML Consulting and Geotechnical E	Parish Hall Professional Fees	162.00
06/05/2023	135 5949 B6	U W Utility Warehouse	Utilities Warehouse Electricity Bill	127.69
09/05/2023	672523729	Ryman Stationery	Stationery	1.17
09/05/2023	778603785	O2 (Telefonica UK Ltd)	Clerks Sim Card	1.83
09/05/2023	672523729	Ryman Stationery	Stationery	1.33
11/05/2023	250872112	The Cartridge People.com	Stationery Ink	6.33
15/05/2023	672523729	Ryman Stationery	Stationery	1.17
31/05/2023	407022835	Shires Payroll Services	Shires Payroll Payment	19.50
02/06/2023	672523729	Ryman Stationery	Stationery	2.01
02/06/2023	737655010	Currie & Brown UK Ltd	Parish Hall Renovation QS Fees	200.00
07/06/2023	135 5949 B6	U W Utility Warehouse	Parish Hall Electricity Bill	10.14
12/06/2023	778603785	O2 (Telefonica UK Ltd)	Clerks Sim Card	1.83
03/07/2023	407022835	Shires Payroll Services	Shires Payroll Payment	11.30
03/07/2023	250872112	The Cartridge People.com	Stationery Ink	6.33
06/07/2023	473 5001 68	Frame Art Ltd	Non Reflecting Glass	4.17
06/07/2023	433 0564 77	SIGNS Of THE TIMES	Boundary Signage	631.09
11/07/2023	778603785	O2 (Telefonica UK Ltd)	Clerks Sim Card	1.83
17/07/2023	887320890	Ideal 365 Ltd (via Amazon Business	Paper Towels for Parish Hall	3.48
27/07/2023	2859315 22	Fire Queen	Fire Extinguisher Check Mausoleum	12.92
27/07/2023	2859315 22	Fire Queen	Fire Extinguisher Check Parish Hall	17.32
04/08/2023	299400377	CHELL PERKINS	Funder Research	105.00
07/08/2023	672523729	Ryman Stationery	Stationery	1.33
08/08/2023	778603785	O2 (Telefonica UK Ltd)	Clerks Sim Card	1.83
08/08/2023	135 5949 B6	U W Utility Warehouse	Utility Warehouse Final Energy Bill	5.11
12/08/2023	778603785	O2 (Telefonica UK Ltd)	Clerks Sim Card	1.83
14/08/2023	250872112	The Cartridge People.com	Stationery Ink	7.33
24/08/2023	327729968	KepczK Pearce Sanderson	Parish Hall Renovation Architects Fe	2,873.10
31/08/2023	737655010	Currie & Brown UK Ltd	Parish Hall Renovation QS Fees	150.00
01/09/2023	523 0412 02	EDF Energy	EDF Energy Bill	14.67

**Amount of VAT you can claim for this period is:**

**£5,581.93**

## NETHER ALDERLEY PARISH COUNCIL

### Minutes of the Nether Alderley Burial Board Meeting held on Monday 9th October 2023 at 6.00 p.m. Nether Alderley Parish Hall

**In the Chair:** Cllr. J.Wilkinson

**Parish Councillors present:** A.Farrell and D.Clarke

**Also present:** The Parish Council Clerks (Mrs. B.Thorpe and Mrs. J.Shufflebottom)

1. **Burial Ground Inspection** – An inspection of the Burial Ground was carried out by the Burial Board Clerks on Monday 9<sup>th</sup> October 2023.

2. **To receive apologies for absence** – None

3. **To note the Minutes of the Burial Board meeting held on Monday 3<sup>rd</sup> April 2023 which were approved at the Parish Council meeting on 11<sup>th</sup> April 2023.**

4. **Public Presentation**

**To adjourn the meeting to receive representation from members of the Nether Alderley Parish – No public present**

5. **To resume the meeting**

6. **To exclude the public and press in the public interest for consideration of the following items:**

a. **Personal issues**

b. **Legal Issues**

7. **To consider and approve actions to take following the Burial Ground inspection:**

7.1 **Gate into field and padlock** – No action required.

7.2 **Paths** – Treated Autumn 2023

7.3 **Kissing Gates (x2)** – No action required.

7.4 **Benches:**

7.4.1 **William Morris Bench (painted 2016)** – The bench requires a wood treatment.

7.4.2 **The Bench commemorating the Marks/Hobson Families** – The bench is in very poor condition and beyond repair. The Clerk was instructed to contact the families to establish if they wish to replace the bench.

7.4.3 **Bench to the rear of the Parish Hall** – A slat on the bench needs a small repair. Cllr. Farrell will contact a local handyman.

7.5 **Steps and Railings** – The railings leading down from the Old Burial Ground to the New Burial Ground require a wood treatment and the notices need replacing.

7.6 **Mausoleum** – The Mausoleum was last inspected in 2010. The Burial Board agreed to make a formal recommendation to the Parish Council to consider having the building professionally inspected as part of the Parish Hall refurbishment.

7.7 **Gate (NBG)** – No action required.

7.8 **Bins** – Visitors to the Burial Ground continue to put non-compostable waste in the compost bin (see 7.12)

7.9 **Water Source** – No action required.

- 7.10 Trees, bushes and hedges** – Councillors noted the hedge is due to be cut. The Clerk was asked to instruct 3 local tree surgeons to inspect the large oak tree in the Old Burial Ground and report back at the April meeting.
- 7.11 Other** – No action required.
- 7.12 Compost Bin** – The Clerk will replace the notice to deter users from placing woody and other non-compostable material in the compost bin.
- 7.13 Memorial Headstone: OBG 36** – Permission had previously been granted to the family to reinstate the memorial but there has been no progress. The Burial Board concurred as the memorial had been laid flat, no further action is required.

**Memorial Headstone: OBG 166** – The Clerk reported the family have not made any contact. The Burial Board concurred as the memorial had been laid flat, no further action is required.

**Memorial Headstone: NBG 228** – The headstone is not anchored and has become detached from the plinth. An estimate to reinstate the memorial has been received. The Burial Board agreed to review it at the next meeting in April 2024.

**Memorial Headstone: NBG 301** – The headstone is not anchored and has become detached from the plinth. An estimate to reinstate the memorial has been received. The Burial Board agreed to review it at the next meeting in April 2024.

**Memorials with some movement but concurred ground anchor in situ.** – The Burial Board agreed to review all the memorial below at the next meeting in April 2024.

:

- OBG 194
- OBG 49
- NBG 263
- NBG 268
- NBG 306
- NBG 357

## 8. Review of Nether Alderley Burial Board Transfer of Deed

**RESOLVED:** *The Burial Board considered and resolved to include details of BACS payments in addition to payments made by cheque, as amended on the Burial Board Transfer Deed.*

**Proposed:** Cllr. Wilkinson

**Seconded:** Cllr. A.Farrell

## 9. Review of Burial Board annual actions

**RESOLVED:** *The Burial Board considered and resolved to approve that all identified actions required in relation to the Burial Ground have been implemented in the past year. In addition, a formal recommendation will be made to the Parish Council for the following:*

**Proposed:** Cllr. A.Farrell

**Seconded:** Cllr. D.Clarke

**RESOLVED:** *The Burial Board considered and resolved to approve that the Mausoleum building should be inspected as part of the Parish Hall refurbishments.*

**Proposed:** Cllr. A.Farrell

**Seconded:** Cllr. D.Clarke

**RESOLVED:** *The Burial board considered and resolved to approve that all associated costs relating to the Mausoleum should be paid by the Parish Council i.e. Fire equipment inspection*

**Proposed:** Cllr. A.Farrell

**Seconded:** Cllr. D.Clarke

**10. To review Burial Ground maintenance:**

**10.1 Review of Burial Ground maintenance duties and responsibilities**

***RESOLVED: The Burial Board considered the current list of duties associated with Burial Ground maintenance work and resolved that the list of duties should be maintained without amendment***

***Proposed: Cllr. J.Wilkinson***

***Seconded: Cllr. D.Clarke***

**10.2 Review of Burial Ground maintenance arrangements**

***RESOLVED: The Burial Board considered the current arrangements for Burial Ground care and maintenance and resolved that the current arrangements are maintained.***

***Proposed: Cllr. J.Wilkinson***

***Seconded: Cllr. A.Farrell***

**10.3 Review of Burial Ground maintenance payments**

***RESOLVED: The Burial Board considered the current Burial Ground maintenance payments and recommends the Parish Council should approve an increase of £3.00 per hour from £15.00 to £18.00 with effect from 1<sup>st</sup> October 2023.***

***Proposed: Cllr. J.Wilkinson***

***Seconded: Cllr. A.Farrell***

**11. To review Burial Fees and consider annual income and expenditure**

The Burial Board considered income and expenditure levels over previous years to date and concurred that it is impossible to predict future income.

The Clerk reported fees were last increased in 2011 and produced a comparison of fees (circa) charged by local burial grounds in Cheshire East.

***RESOLVED: The Burial Board resolved to approve an increase in burial fees in line with other burial grounds.***

***Proposed: Cllr. A.Farrell***

***Seconded: Cllr. D.Clarke***

**12. To review Burial Board Regulations – The Burial Board reviewed the Burial Board Regulations Booklet (amended in September 2019).**

***RESOLVED: The Burial Board considered and resolved to approve the Burial Board Regulations (September 2019) without amendment.***

***Proposed: Cllr. J.Wilkinson***

***Seconded: Cllr. Clarke***

**13. To review Burial procedure and literature**

***RESOLVED: The Burial Board considered and resolved to approve continued use of information guides without amendment.***

***Proposed: Cllr. J.Wilkinson***

***Seconded: Cllr. A.Farrell***

**14. To review Memorial Inspection Policy**

***RESOLVED: The Burial Board resolved to approve the current Memorial Inspection Policy without amendment.***

***Proposed: Cllr. A.Farrell***

***Seconded: Cllr. D.Clarke***

- 15. To review Clerk's delegated responsibilities** – Councillor's noted the Clerk's duties are currently being carried out by two volunteer Clerks (Mrs. B.Thorpe and Mrs. J.Shufflebottom) and will continue for the foreseeable future.

***RESOLVED: The Burial Board resolved to approve the Clerk's delegated duties in relation to administration of the Burial Ground and service without amendment.***

***Proposed: Cllr. A.Farrell***

***Seconded: Cllr. J.Wilkinson***

- 16. To review Clerk's report of current and recent Burial Board matters: None**

- 17. To consider correspondence received since the last Burial Board meeting:**

**17.1 Update regarding an enquiry from a local resident requesting confirmation if their address is within Nether Alderley or Alderley?** – The Diocese provided an Ecclesiastical map which confirmed the resident lived outside the Parish of Nether Alderley.

**17.2 Update regarding an enquiry requesting confirmation of eligibility for future use of the burial ground** – Eligibility was confirmed for future use of the burial ground which will be kept on file.

- 18. To consider any other matters relating to the Burial Board and Burial Grounds:**

**18.1 Obtain a quotation to prepare the next memorial foundation row in the New Burial Ground for approval at the Parish Council meeting in November 2023** – The Clerk will obtain a quotation for approval at the next meeting.

**18.2 Establish the VAT implications should the Parish Council become VAT registered re: burial ground income** – The Parish Council Clerk had confirmed by email that although the Parish Council will be VAT registered, burial income will be exempt.

Minutes taken by: The Clerk (Mrs. B.Thorpe)

Signed.....

Date: 14<sup>th</sup> November 2023

# DOCUMENT 4B

<b><u>NETHER ALDERLEY BURIAL BOARD</u></b> <b><u>SCALE OF FEES</u></b> <b><u>1<sup>st</sup> OCTOBER 2023</u></b>			
	STANDARD GRAVE	PARISHIONER*	NON-PARISHIONER
1	Purchase of the exclusive right of burial for a period of 75 years including: Foundation for headstone Right to erect an approved headstone with an approved inscription ( <i>referring to <b>one</b> person</i> )	£700	£1,400
2	Administration fee to be charged for each re-opening of a grave. The reinstatement of the area around the grave	£400	£800
3	For permission to carve each additional inscription	£50	£100
4	Administration fee to be charged for each re-opening of a standard grave for interment of ashes. The reinstatement of the area around the grave	£150	£200
	ASHES INTERMENT PLOT	PARISHIONER*	NON-PARISHIONER
5	Purchase of the exclusive right of interment of ashes for a period of 75 years, including: Approved inscription on an approved stone ( <i>referring to <b>one</b> person</i> )	£400	£800
6	Administration fee for each re-opening of the plot, including: Approved additional inscription	£60	£120
* For definition of Parishioner, see paragraph 2 of Burial Board Regulations These fees are subject to review, by the Burial Board without notice, at any time			

<b><u>NETHER ALDERLEY BURIAL BOARD</u></b> <b><u>SCALE OF FEES</u></b> <b><u>1<sup>st</sup> OCTOBER 2023</u></b>			
	STANDARD GRAVE	PARISHIONER*	NON-PARISHIONER
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* For definition of Parishioner, see paragraph 2 of Burial Board Regulations These fees are subject to review, by the Burial Board without notice, at any time			