

Nether Alderley Parish Council

Enclosures

1 - 4

Council Meeting

8th April 2025

ENCLOSURE 1

Expenditure and Income to 31st March 2025 and Budget for 2025/26				
Budget Heading	Budget	Outturn	Budget	2025/26 Budget Notes
	2024/25	2024/25	2025/26	
All Figures are excluding VAT				Items highlighted are for discussion
PAYMENTS				
Staff Costs				
1 Clerks Salary	£12,500.00	£11,978.41	£13,700.00	New Clerk's Salary
Hall Caretaker & Cleaner	£0.00	£0.00	£12,000.00	Caretaking and Cleaning Costs
Employer Pension	£0.00	£0.00	£2,500.00	Possible Pension New Clerk
Employer NI	£500.00	£421.81	£600.00	With Increased NI
Overtime	£500.00	£0.00	£0.00	
Back Pay	£333.30	£173.39	£400.00	
	£13,833.30	£12,573.61	£29,200.00	
Adminstration				
2 Pension III Health Insurance	£0.00	£0.00	£0.00	
Staff Training	£100.00	£0.00	£200.00	
Payroll Services	£350.00	£203.00	£250.00	
Stationery	£450.00	£346.69	£500.00	
Staff Travelling Expenses	£700.00	£582.75	£650.00	
Staff Mobile Phone	£130.00	£110.04	£140.00	
Other Admin costs/Office Equipment	£500.00	£0.00	£700.00	
Insurance	£3,250.00	£3,642.93	£3,750.00	
Audit Fees	£650.00	£794.00	£800.00	
Annual Subscriptions	£650.00	£1,026.80	£1,100.00	
Honours Board	£150.00	£0.00	£160.00	
Bank Safety Deposit	£0.00	£0.00	£0.00	
Cloud Storage	£0.00	£0.00	£0.00	
Council Meeting Expenses	£0.00	£0.00	£400.00	
Councillor Training	£0.00	£80.00	£300.00	
	£6,930.00	£6,786.21	8,950.00	
3 Village Hall				
Hire of Hall Public Events and Contingencies	£300.00	£0.00	£0.00	
Residual Renovation Costs	£0.00	£0.00	£3,000.00	Electrical & Mechanical J R Book
Parish Hall Expenses	£0.00	£2,029.96	£3,000.00	
Village Hall Rates & Water	£6,000.00	£0.00	£3,000.00	Possible Business Rates
Village Hall Safety Checks	£0.00	£0.00	£1,500.00	Routine Safety Checks
Village Hall Marketing	£0.00	£0.00	£1,500.00	Marketing in 2025/6
Village Hall Electricity	£6,000.00	£1,208.65	£3,000.00	Due to New Gas Heating and LED
Village Hall Gas	£0.00	£2,466.45	£4,000.00	Lighting these are Estimated Costs
Village Hall Refreshments	£0.00	£41.18	£300.00	
	£12,300.00	£5,746.24	£19,300.00	
4 Village Hall Loan Charges	£0.00	£0.00	£16,885.36	
5 Possibe Extra Gritting	£0.00	£0.00	£2,000.00	Artists Lane Gritting Quote Needed.
6 Village Hall Re-development				
6a Renovation Costs	£664,306.38	£658,739.89	£0.00	
6b Professional Fees	£30,000.00	£45,192.98	£0.00	
6c Ear Marked Reserves 23/24 c/o from 23/24	£136,136.36	£0.00	£0.00	
Public Works Loan	£250,000.00	£0.00	£0.00	
Section 106 Funding	£163,727.70	£0.00	£0.00	
Parish Hall Donations	£648.20	£0.00	£0.00	
Ald Edge Institute Grant	£47,775.00	£0.00	£0.00	
Green Spaces Duplicated Grant for Kitchen	£18,000.00	£0.00	£0.00	

Budget Heading	Budget 2024/25	Outturn 2024/25	Budget 2025/26	2025/26 Budget Notes
Green Spaces Kitchen 50% refund ~	£9,000.00	£9,000.00	£0.00	
Green Spaces Grant LED Lighting	£6,633.00	£0.00	£0.00	Included in 2024/25 Receipts
Public Works Loans Loan Repayments	£8,500.00	£1,983.58	£0.00	Included for 2025/26 in 4 above
Green Spaces Grant AV Equip	£6,633.00	£0.00	£0.00	
CIL Payments	£26,253.12	£0.00	£0.00	
Parish Hall; Refreshments at AP	£0.00	£0.00	£0.00	
JMC Capital Transfer	£21,000.00	£0.00	£0.00	Included in Receipts
CHAPS Fee for Payment for Invoices	£0.00	£161.00	£0.00	
	£694,306.38	£715,077.45	£0.00	
Refund of Duplicated Grant Payment ~				
7 Election Costs	£0.00	£0.00	£0.00	Unlikely until 2027
8 Office 365 & Sharepoint Annual Support	£0.00	£0.00	£3,812.00	including £1,112.40 for 365 Licences
8 Highways				
Highways and PROW	£1,500.00	£0.00	£1,500.00	
9 Burial Ground Expenses	£1,800.00	£2,295.32	£2,500.00	
10 Cllr Expenses				
Chaiman's Allowance	£100.00	£0.00	£100.00	
Cllr Travelling	£0.00	£0.00	£0.00	
	£100.00	£0.00	£100.00	
11 Bank Fees	£0.00	£49.35	£50.00	
12 Neighbourhood Plan	£650.00	£2,360.00	£500.00	Printing Costs
13 Community				
Newsletter	£1,200.00	£1,636.81	£2,250.00	
Community Fund Other	£3,000.00	£0.00	£5,000.00	Lengths Person
	£4,200.00	£1,636.81	£7,250.00	
14 Earmarked Reserves 2025-26				
Insurance Claims excess	0.00	£0.00	£500.00	
Triange of Land planting etc	0.00	£0.00	£1,500.00	
Potential purchase of land to provide machine access to the Burial Ground and add Car parking space	0.00	£0.00	£15,000.00	
Purchase of Defib Machine	0.00	£0.00	£1,500.00	
2nd part Contract Retention C/O frm 24/25	0.00	£0.00	£16,660.76	
Broadband Line and Poles	0.00	£0.00	£3,000.00	
New Website & Gov URL	0.00	£0.00	£3,250.00	
Office 365 & Sharepoint Set up	0.00	£0.00	£2,430.00	
Village Hall Energy Contingency	0.00	£0.00	£2,000.00	
Boundary Signage x 3	0.00	£0.00	£3,000.00	
2 x New Notice Boards	0.00	£0.00	£2,000.00	
Village Hall Signage from Congleton Road	0.00	£0.00	£500.00	
Christmas Lights	0.00	£0.00	£1,500.00	
Remembrance Sunday wreaths and	0.00	£0.00	£1,000.00	
Poppies All Earmarked Reserves in 2024/25 are shown above in 6a - 6c	£0.00	£0.00	£53,840.76	
15 General Reserves	£20,000.00	£0.00	£20,000.00	

Budget Heading		Budget 2024/25	Outturn 2024/25	Budget 2025/26	2025/26 Budget Notes	
	Totals with Earmarked and General Reserves	£755,619.68	£746,524.99	£165,888.12		
	Total without Earmarked and General Reserves	£61,210.30	£31,447.54	£92,047.36		
	VAT on payments		£134,404.89		VAT Claims 1st April 2024 - 28th February 2025 . March 25 Claim of £7449.24 in 2025/26	
	RECEIPTS	Budget 2024/25	Outturn 2024/25	Budget 2025/26		
1	Ear Marked Reserves c/o from 23/24	£136,136.36	£136,136.36			
2	Genera Reserves c/o from 23/24	£20,000.00	£20,000.00			
3	Corr. of under/over payment Pension Contributions ~	£0.00	£0.00	£0.00		
4	Ill Health Insurance refund	£0.00	£0.00	£0.00		
5	P/Hall Electricity refund	£0.00	£0.00	£0.00		
6	Parish Hall Donations	£0.00	£658.20	£0.00		
7	Parish Hall Rental Income	£2,000.00	£900.00	£10,000.00		
8	Burial Fees	£3,800.00	£3,980.00	£4,000.00		
9	Neighbourhood Plan	£0.00	£2,312.00	£0.00		
10	Greener Spaces Lighting Grant	£0.00	£6,000.00	£0.00		
11	Digital Grant for Av Equipment	£0.00	£6,633.00	£0.00		
12	Closure of Skiptron BS	£0.00	£0.00	£2,854.40	1st April 2025	
13	Community Newsletter	£215.00	£0.00	£300.00		
14	Precept	£59,662.00	£59,662.00	£69,790.00	New Precept	
15	CEC /CIL	£26,253.12	£52,506.24	£0.00	May be a further CIL payment in Octob	
16	Alderley Edge Inst. Grant	£47,775.00	£47,775.00	£0.00		
17	Public Works Loan	£250,000.00	£249,912.50	£0.00		
18	Greener Spaces Grant ~	£18,000.00	£18,000.00	£0.00		
19	JMC Transfer of funds	£20,910.00	£0.00	£20,910.00	Closure of JMC account	
20	Section 106	£163,727.70	£164,539.79	£0.00		
21	Bank interest	£1,400.00	£354.17	£1,531.87	Includes £1,331.87 interest paid in to current account on 1st April following closure of the Skipton B S Account	
22	Clean-up Grant	£0.00	£0.00	£0.00		
23	Refund - Hi-Viz Jackets	£0.00	£0.00	£0.00		
24	Other: - Advertising Fee	£0.00	£0.00	£0.00		
	Double Payment of Granr Refunded in 6C	£593,742.82	£769,369.26	£109,386.27		
	Vat Repaid ~		£134,404.89			
			£903,774.15			
	Budget Difference 2024/25 Income and Expenditure		£22,844.27			
	Not including Ear Marked and General Reserve					
	Duplicate Grant . 50% refund in Parish Hall Payments ~					
Summary of Resources 2025/26						
Bank Reconcillationm at 31/03/25 (attached)				£69,007.56		
Add income				£109,285.27		
Add March VAT Refund				£7,449.24		
				£185,742.07		
Less Earmarked Reserves 25/26				£53,840.76		
Less Gen Reserves 2025/2026				£20,000.00		
Less Payments Budget 2025/26				£92,047.36		
Surplus to add to General Reserve				£19,853.95		

Nether Alderley Parish Council

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

Date: 2nd April 2025

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

Date: _____

A	Bank Reconciliation at 31/03/2025		
	Cash in Hand 01/04/2024		209,483.00
	ADD Receipts 01/04/2024 - 31/03/2025		748,083.68
	SUBTRACT Payments 01/04/2024 - 31/03/2025		957,566.68
	Cash in Hand 31/03/2025 (per Cash Book)		888,559.12
B			69,007.56
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2025	0.00	
	Current Account Nat West Acc. No. 31/03/2025	52,724.69	
	Reserve Account Nat West Acc. No. 31/03/2025	517.10	
	Skipton Building Society 31/03/2025	2,852.40	
	Unity Trust Bank Savings Acc. No. 31/03/2025	549.07	
			56,643.26
	Less unrepresented payments		5,144.92
			51,498.34
	Plus unrepresented receipts		17,509.22
B	Adjusted Bank Balance		69,007.56
	A = B Checks out OK		

Internal Audit Remote Checklist 2024/25 – English Councils

Please complete this checklist and ensure all questions are answered. The checklist and the requested documents should be submitted using <https://jdhs.wetransfer.com> and the documents should be uploaded in folders relating to each section and should be cross referenced to the question number.

Council	
Name and position of person completing the checklist	
Website	
Email	

ANNUAL RETURN AND AUDIT		
1	The completed accounting statements section of the 2024/25 Annual Return	
2	<p>Is the 2023/24 certified Annual Return /AGAR displayed on the Council website?</p> <p>If yes, please provide link to exact web page </p> <p>If no, please provide photo or scan of entire document</p>	YES/NO
3	Photo/scan of prior year audit issues arising as reported to the Council by the external auditor	
4	<p>Please provide minute reference for response to previous year internal audit report</p> <p>Please provide a copy of our most recent internal audit report with commentary against issues and recommendations raised to demonstrate action taken</p>	MIN REF
5	Was the 'Notice of the period for the exercise of public rights' and a declaration that the accounting statements are as yet	YES/NO

	Have either of these documents been updated/ approved during 2024/25?	YES/NO
9	<p>Please state the level for obtaining quotations from the contracts section of your financial regulations (e.g. £3000) and the level for a formal tender process (e.g. £25,000)</p> <ul style="list-style-type: none"> • Quotations • Tender level 	
10	<p>Did you have any contracts above the quotation threshold in the financial year (and below tender threshold) ?</p> <p>If Yes Please list contracts above the threshold for quotations (and below tender threshold) and provide minute references for when the contract was awarded.</p> <p>Please upload any evidence that demonstrates contracts were awarded as per the financial regulations e.g summary of quotes, extracts from minutes etc.</p>	YES/NO
11	<p>Did you have any contracts above the tender threshold in the financial year?</p> <p>If Yes Please list contracts above the tender threshold and provide minute references for when the contract was awarded.</p> <p>Please upload extracts from minutes and any summary tender documentation such as a decision scoring matrix.</p>	
CASH BOOK AND BANK RECONCILIATIONS		
12	<p>What do you use to maintain a cash book/ ledger? *</p> <ul style="list-style-type: none"> • Spreadsheet – Please provide the spreadsheet and the year-end bank reconciliation • SCRIBE – Please ensure that we have read-only access to SCRIBE and provide an export of the bank reconciliation • Rialtas and other accounts software – please provide nominal ledger report listing all transactions and bank reconciliation as at the year-end • Manual cash book - please provide images or PDFs 	

13	Please upload bank statements for the financial year and up to the date of audit	
14	If the Council have adopted an investment strategy, please provide.	
EXPENDITURE		
15	We will contact you following submission of this checklist to request a sample of documents that we would like you to submit via Wetransfer (or the secure portal).	
VAT		
16	Please upload VAT returns and supporting VAT records	
PETTY CASH		
17	<p>Does the Council operate a petty cash system? Does the Council reimburse actual expenditure? Does the Council operate a debit or credit card?</p> <p>If the Council has petty cash</p> <p>Please provide the year-end petty cash reconciliation and a list of transactions during the year.</p> <p>We will contact you following submission of this checklist to request a sample of documents that we would like you to submit via Wetransfer (or the secure portal).</p>	<p>YES/NO YES/NO YES/NO</p>
INCOME		
18	<p>Does the Council have any of the following income streams?</p> <ul style="list-style-type: none"> Allotments – If you have a control record/ register of your allotments please provide. Burial /Cemetery - Please provide a photo of the burial register entries for 2024/25 and a schedule of burial fees Hall/room hire - Please provide a screenshot/photo of the bookings diary for the week 9/9/24 – 15/9/24 (or the first week after this date that you have bookings) 	<p>YES/NO YES/NO YES/NO</p>

	We will contact you following submission of this checklist to request a sample of documents that we would like you to submit via Wettransfer (or the secure portal).	
PAYROLL		
19	<p>Do all staff have a formal staff contract in place?</p> <p>Please upload the first page of staff contracts for any new employees in 2024/25</p>	YES/NO
20	<p>Does the staff costs balance on the AGAR accounts page agree to a staff costs heading in the ledger/ cash book?</p> <p>If No</p> <p>Please upload an analysis of total staff costs showing how it has been calculated</p>	YES/NO
21	Please state the minute reference if the Council approved a pay increase	MIN REF
22	<p>Do the Council use a payroll agent?</p> <p>If No</p> <p>Do the Council make regular RTI payroll submissions</p> <p>Is the payroll software up to date?</p>	<p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p>
23	<p>Please provide P60s or month 12 payslips</p> <p>Please upload evidence for month 12 NI, PAYE and pension deductions.</p>	
BUDGETARY CONTROL		
24	<p>Has the Council formally approved the annual precept for 2025/26?</p> <p>Please provide minute reference</p> <p>Please upload the precept calculation for 2025/26</p>	<p>YES/NO</p> <p>MIN REF</p>

25	Please upload the 2024/25 budget	
26	How often is actual expenditure reported against budgeted expenditure to Council? Please provide an example of a budgetary report to Council and the minute reference where it was reviewed by Council	
27	Do the Council have a reserves policy? If yes, please provide	YES/NO
28	Do the Council have earmarked reserves? If yes Please upload details of earmarked reserves	YES/NO
RISK		
29	Did the Council carry out an annual risk assessment in 2024/25? If yes Please provide the date and minute reference of the meeting where the risk assessment was approved	YES/NO MIN REF
30	Please upload the risk assessment and any internal control procedures	
31	Please upload annual insurance cover documents	
32	Please state the level of your fidelity cover	Level =
FIXED ASSETS		
33	Please upload your asset register	
34	Has the total value of fixed assets changed in 24/25 (compared to 23/24)? If yes Please upload an analysis of additions and disposals if this information is not available in the asset register	YES/NO

YEAR-END ACCOUNTS

35 Are the accounts prepared on an income & expenditure basis? YES/NO

If yes

Please provide:

- Balance sheet as at 31/3/25
- Income & expenditure account for 2024/25
- Extended trial balance (ETB)
- A schedule of debtors (or journal showing detail)
- A schedule of creditors (or journal showing detail)
- A schedule of receipts in advance (or journal showing detail)
- A schedule of prepayments (or journal showing detail)
- Information about any other balance sheet entries or other accounts information

36 Do the Council have any loans from third parties (including PWLB and SALIX)? YES/NO

If yes

Please provide evidence showing amount outstanding as at 31/03/25

TRUST FUNDS DISCLOSURE NOTE

37 Is the Council a sole trustee? YES/NO

If yes

Please state charity name and charity number

Please provide evidence that the last return to The Charity Commission was submitted within required deadlines.

Please provide any evidence that responsibilities as sole trustee have been complied with

CH0145 Nether Alderley Parish Council – 2024/25 AGAR external auditor instructions

PKF Littlejohn

24 Mar 2025, 11:31
(10 days ago)

to me (David Naylor)

Dear Clerk/RFO

We are appointed by **Smaller Authorities' Audit Appointments Ltd** (SAAA) as the external auditor of your smaller authority for the 5 financial years from 2022/23 to 2026/27. We are writing to you as the 2024/25 financial year ends to provide instructions to enable your smaller authority to comply with the relevant statute and Regulations regarding accounts and audit.

If you are clerk for multiple smaller authorities please accept our apologies if you receive this email more than once, these instruction emails are sent to every smaller authority for whom we act. Please note, however, that the emails are being sent out in batches over the course of this week, so if you are clerk for multiple authorities and have received this email only once, you should receive further emails over the course of the next few days.

Contact details

If you are aware that you are not going to be the main point of contact for this smaller authority going forwards, please could we ask that you provide us with the new contact email address as soon as possible to prevent unnecessary chasing and ensure all correspondence reaches the right person.

Completion of documentation for submission

Access to the Annual Governance and Accountability Returns (AGARs) and instructions is provided through email links. All the relevant information and guidance is available on [this page](#) of our website. Please click on the links provided to refer to our instructions and to obtain the relevant forms and information to be provided to us with the AGAR.

Please note that a separate email will be sent this week to any smaller authorities with income and expenditure below £200k who have been selected as part of the 5% sample subject to intermediate review. **All smaller authorities with income or expenditure greater than £200k are automatically subject to an intermediate review** and will not receive an additional email. In this case, you must submit the information required for an intermediate review.

Please submit [in excel format](#) any documents that have been prepared in excel; pdf format is fine for all word documents.

Submission deadline

Please note that our default submission deadline for the receipt of the approved AGAR and supporting documentation or the Certificate of Exemption (as appropriate) is **Tuesday 1 July 2025**. Non-submission by this date will lead to chargeable chaser letters being issued (£40 plus VAT for all financially active smaller authorities). If you are not able to meet this deadline please contact us to arrange an alternative date (subject to below) to avoid incurring the administrative charges. **It is important to note, however, that:**

- **no submission deadlines will be granted beyond 31 July 2025;**
- **it will only be possible to extend submission deadlines by a maximum of 4 weeks to 31 July 2025 providing sufficient justification explaining the exceptional need for the extension is given;**

- we are only able to extend the submission deadline for exceptional reasons, and no extensions past 31 July 2025 will be given under any circumstances. If you do not submit your completed and signed AGAR or exemption certificate to us by 31 July 2025 additional charges will apply for chaser letters issued.
- a statutory recommendation will be issued to all financially active non-responding authorities that fail to submit their documents by 15 September. Statutory recommendations for non-response are charged at the standard fee rate depending on the authority's expenditure banding and hence give rise to a minimum additional fee of £210 plus VAT.

IMPORTANT: If a financially active smaller authority is issued with a statutory recommendation (and/or a public interest report) for 2024/25 it will not be able to claim exemption from a limited assurance review for 2025/26, regardless of whether it meets all other criteria.

Explanation of variances

We would like to draw your attention to Paragraph 2.37 of the [Joint Panel on Accountability and Governance Practitioners' Guide](#) (now the Smaller Authorities' Proper Practices Panel). This states the smaller authority is required to provide 'a sufficiently detailed and meaningful analysis and explanation of the reasons for the change'.

Contact details

If you are aware that you are not going to be the main point of contact for this smaller authority going forwards, please could we ask that you provide us with the new contact email address as soon as possible to prevent unnecessary chasing and ensure all correspondence reaches the right person.

Acknowledgement of receipt of information

The first contact your smaller authority will receive will be an automated email notifying you when either the AGAR or Exemption Certificate, as appropriate, has been logged onto the authority's record on our database. This should be within six weeks of submission.

Our review procedures

Please note that we undertake our reviews in order based on the date received, i.e. authorities who submit their AGAR to us earlier will be reviewed earlier. Please note that we receive a significant amount of submissions well in advance of the submission deadline, if you are able to submit earlier this may speed up your review.

Important: If you have a query **please do not respond to this email address**. All correspondence and submitted documentation should be sent to sba@pkf-l.com

Kind regards

SBA Team

For and on behalf of PKF Littlejohn LLP

T +44 (0) 20 7516 2200

Nether Alderley Parish Council
Annual Return

Accounts for Year from 01/04/2024 to 31/03/2025

This is prepared based on the information in "Governance and Accountability for Local Councils : a Practitioners' Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

* Note :- An asterisk to the right of the box below indicates it is an item that has changed by more than 15% and £200 from the previous year and probably warrants a comment in your notes. This is only an indication and should not be considered exclusive. You will only see asterisks if this is the second year you have used the report.

Box No.	Description	Year ending		
		31/03/2024 £	31/03/2025 £	
1	Balances brought fwd	161,464.28	209,483.00	*
2	Annual precept	59,412.00	59,662.00	
3	Total other receipts	67,993.73	688,421.68	*
4	Staff Costs	12,698.34	12,573.61	
5	Loan interest/capital repayment	0.00	1,983.58	*
6	Total other payments	66,688.67	874,001.93	*
7	Balances carried forward	209,483.00	69,007.56	*
8	Total Cash and Short Term Inve	209,483.00	69,007.56	*
9	Total Fixed Assets and Long Ter	14,220.00	0.00	*
10	Total Borrowings	0.00	148,981.23	*

NETHER ALDERLEY PARISH COUNCIL

APPLICATION FORM FOR THE POST OF CLERK/RFO

Closing Date Monday 28th April 2025

IMPORTANT INFORMATION FOR APPLICANTS

It is essential that this application form is fully completed as it will be used to determine whether you meet the job related short-listing criteria.

A curriculum vitae (CV) is not accepted in place of this application form unless applicants have difficulty in completing the form. In these circumstances, please ensure that personal details and information relating to skills, abilities, knowledge and experience are shown separately and can be detached.

The information given on this form will be used for recruitment purposes only. If you are successful in gaining employment with Nether Alderley Parish Council, this form and the information it contains will form part of your personnel record. If you are unsuccessful, the information will be destroyed after a period not exceeding four months from the appointment date. In all cases the information will be held securely in accordance with Data Protection Guidance and GDPR.

1. DETAILS OF VACANCY

Job Title	Clerk/RFO	Closing Date	Monday 28th April 2025
		end of:	

2. PERSONAL DETAILS

Surname/Family Name	First Name(s)
Title *Mr / Mrs / Miss / Ms / Dr (please delete)	Date of Birth
Address	Tel. No. Home
.....	Work
.....	Extn.
.....	Mobile
Post Code	Email Address

3. EDUCATION Secondary, Further and Higher

a) SECONDARY subjects – specify GCSE, CSE, ‘O’, ‘A’ levels etc.	Date Obtained	Grade Obtained
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b) FURTHER & HIGHER				
Dates		Name of College/University	Qualifications Obtained/Expected	Grade Obtained
From	To			

c) PROFESSIONAL QUALIFICATIONS / MEMBERSHIP OF PROFESSIONAL BODIES				
Date Admitted	Professional Body/Association	Current level of Membership	Method of achievement e.g. Application; examination; invitation	Membership Number

N.B. Qualifications will be checked and verified from time to time

4. TRAINING/DEVELOPMENT/LEARNING
(Please list relevant training undertaken over the past 5 years)

5. PRESENT/*LAST EMPLOYMENT: *please delete as appropriate

Job Title:

Name and Address of Employer:

Postcode:

Tel No:

Date Appointed:

Grade/Salary Scale:

Current Salary:

Other Benefits:

Notice period:

Brief description of duties and responsibilities and skills and qualifications required to undertake your current role:

Dates when NOT available for interview:

(N.B. Every effort will be made to avoid these dates but this may not always be possible)

Reason for leaving/wanting to leave:

6. PREVIOUS EMPLOYMENT (in date order, starting with the most recent. Continue on a separate sheet if necessary). Previous employers may be contacted to validate information provided.

Dates		Name and Address of Employer	Job Title / Grade / Salary	Brief outline of the role of the job	Reason for Leaving
From	To				

7. SUPPORT INFORMATION. *Please describe how your skills, abilities, knowledge and experience relate to the person specification giving examples of achievement. You may include any unpaid work or other outside interests if appropriate. (Continue on a separate sheet if necessary).*

8. REFERENCES *(Please give the name and address of two people, one of whom must be your present employer (or if unemployed, your last employer) to whom references can be made. If this is your first employment, please use your school/college. Appointments will be made subject to satisfactory references.*

Present/Last Employer

1. Name:

Title/Position:

Address:

Postcode:

Tel No:

Email Address:

2. Name:

Title/Position:

Address:

Postcode:

Tel No:

Email Address:

N.B. References will be sought if you are short-listed for interview. If at this stage **you do not** want your current employer contacted, please tick box ☐

References for successful candidates will be followed up and verified.

9. SOURCE

Where did you see this job advertised?

☐

ChALC Website

☐

ChALC Newsletter

☐

Other (please specify)

10. ASYLUM AND IMMIGRATION

To comply with Asylum and Immigration legislation you will be required, if appointed, to provide at least one document from the specified list which provides evidence of your entitlement to work in the UK. Please tick at least one of the following original documents that you will be able to provide when requested.

☐

A document from a previous employer, the Inland Revenue, the Benefits Agency, the Contribution Agency or the Employment Service showing your name and National Insurance number. This could be a P45, a pay slip, a P60, an NI card or letter.

☐

A passport confirming that you are either a British citizen or a European Economic Area national or which shows that you are otherwise entitled to live and work in the United Kingdom.

☐

A birth certificate confirming birth in the United Kingdom or Republic of Ireland.

☐

A letter from the Home Office confirming that you are allowed to work.

11. DISCLOSURE

..... welcomes applications from all candidates. Criminal records will be taken into account for recruitment purposes when the conviction is relevant. Unless the nature of the work demands it, you will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an unspent conviction will not necessarily bar you from employment.

Have you any previous convictions?

YES

☐

NO

☐

If YES, please give details of the offence(s), including the date and sentence:-

.....

.....

.....

.....

.....

The Rehabilitation of Offenders Act 1974 requires applicants to give details of any convictions which are not spent. Failure to disclose such convictions could result in disciplinary action or dismissal.

12. DECLARATION

I declare that all the information I have provided is true, and I have not canvassed a member/officer of the Council, directly or indirectly, in connection with this application and further that I will not do so. I understand that such canvassing will disqualify me as a candidate. Failure to disclose any relationship with a member/officer of the Council or providing information which is untrue will also disqualify me. If such failure/untrue information is discovered following appointment, I may be liable to dismissal without notice.

Signature: Date

To your knowledge are you related to any member(s)/officer(s) of YES ☐ NO ☐

If yes, whom?

Please return your completed application form and covering letter to:

**David Naylor
Parish Clerk
C/o 26 Barnside Way
Tytherington
Macclesfield
Cheshire
SK10 2TZ
Tel 07717 244537**

Thank you for taking the time to complete this application

Nether Alderley Parish Council
Vacancy for as Parish Clerk/Responsible Financial Officer
Overall Responsibilities and Job Description
Closing Date Monday 28th April 2025

Please complete the attached application form if you wish to apply for this position.

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 the financial records of the Council and the administration of its finances. The Council uses Scribe Accounting Software.

Job Description

- 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 accounting and financial records in accordance with statutory and other accounting and audit requirements and practices e.g. budget, accounts, budgetary control, bank reconciliations. To make all preparations necessary for annual audits and keep in compliance with audit regulations. 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 to attend meetings as statutorily required
- To attend all meetings of the council and other meetings which are scheduled in May of each year.
- To produce and distribute meeting Minutes of the Council and other meetings for approval at the Council and other meetings as an accurate record of that meeting.

- To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council.
- 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 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.
- At the moment this post is the only direct employee but there is the need to supervise those who work for the Council in caretaking and cleaning roles who are self-employed and provide services for the council to ensure they comply with the policies of the Council.
- 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 operate the Parish website
- To send correspondence to residents 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 will provide the base for their work, usually their home, and will need space to securely store some 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 organisations is very important.

Essential skills for the role include:

- Good 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 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 good working knowledge and understanding of Local Government structure and practices
- An understanding of Local Council Governance
- A current driving license and use of a car
- 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](#)

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.



The Hall 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, is comprised of eight Councillors, it 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.

Closing Date for applications is close of play on Monday 28th April 2025

An application form is attached.