

MEETING OF ALVANLEY PARISH COUNCIL

To the Members of Alvanley Parish Council: You are hereby summoned to attend the Parish Council Meeting on Wednesday 4th March 2026 to be held in Alvanley Village Hall, which will begin at 19.00hrs for the transaction of the business set out below.

Signed *Trudy Ryall-Harvey*: Clerk
26/02/2026

parishclerk@alvanleyparishcouncil.co.uk
07784 486 767

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS
(Public Bodies (Admission to Meetings) Act 1960)

AGENDA

1.	APPOINTMENT OF CLERK & RFO	To approve the appointment of Clerk & RFO for the Parish Council.
2.	APOLOGIES	and reason for absence.
3.	DECLARATIONS OF INTEREST	Members to declare any interest under the following categories: pecuniary, outside body and family, friend or close associate.
4.	EXCLUSION OF PRESS AND PUBLIC	Council is asked to discuss excluding the Press and Public for any items listed on the below agenda. <small>The Parish Council may exercise their right to exclude the public and press by resolution form a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.</small>
5.	PUBLIC PARTICIPATION	When members of the public may comment or raise questions regarding matters affecting the Parish. <i>(max. of 3 minutes per person without prior agreement with Chair and for a total of 10 minutes).</i> <i>This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate by asking questions, raising concerns or making comments on matters affecting Alvanley. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.</i> <small>N.B. Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119</small>
6.	MINUTES	To approve the minutes of the Parish Council meeting held on 14 th January 2026
7.	ACTIONS	To receive verbal updates on any actions from the minutes since the last meeting:- <ul style="list-style-type: none"> - Flooding – Frodsham Road - Commonside Crossroads - Fingerpost – Helsby/Frodsham road junction - Update on Wifi for Alvanley Village Hall
8.	MEETINGS ATTENDED	To receive verbal reports on meetings attended by Councillors since the last meeting:- <ul style="list-style-type: none"> - Meeting with PC Owain Hughes – 25th February 2026
9.	PLANNING	1) To note planning applications as listed on the planning register, including comments submitted since the last meeting and enforcement matters. 2) To note any planning applications received since the distribution of the Agenda.
10.	ACCOUNTS	1) To accept the Cash Book and Out-turn (Forecast) to date. 2) To approve the change of bank mandate. 3) To approve the VAT rebate Application for 2025-26 4) To approve the Payroll Provider for 2026-27 5) To approve the Direct Debits to be paid for 2026-27 6) To approve the Internal Auditor for 2025-26. 7) To approve payments made since last meeting.
11.	PARISH COUNCIL MATTERS	1) To review and update the Strategic Plan 2) To review and agree the adoption of the following policies/procedures:- <ul style="list-style-type: none"> - Publication Scheme. - Dignity at Work Policy. - Complaints Procedures

		<p>- Social Media and Electronic Communications Policy.</p> <p>3) To review and agree the Parish Council's Risk Management Policy and Risk Assessment for 2026.</p> <p>4) Civility and Respect Pledge – to resolve to adopt the pledge as circulated with the agenda</p> <p>5) To review and update the Asset Register for 2026.</p> <p>6) To receive an update on the Website.</p> <p>7) To receive a report on the current position of the Christmas Illuminations and agree any further actions required.</p> <p>8) Snowdrop Village – following a suggestion from a resident to create a Snowdrop Village to agree next steps.</p> <p>9) To agree the date for the Parish Meeting.</p>
12.	AGENDA ITEMS	To receive any items for inclusion on the agenda for the next meeting
	DATE OF NEXT MEETING	Wednesday 15 th April 2026 at Alvanley Village Hall at 19.00 hrs.

ALVANLEY PARISH COUNCIL

Minutes of the Alvanley Parish Council Meeting held on
Wednesday 14th January 2026 at 19.00 hours at Alvanley Village Hall

PRESENT

Present: Cllrs: Mrs B Crowe Mrs H Lodge
Mrs J Hughes (Chairman) Mr D Gilbert (Vice-Chairman)
Mrs A Mahoney
Mr D Bowker (Clerk)

Cllr Gilbert chaired the meeting.

- 1 To welcome Parish Councillors and members of the public to the Meeting**
Duly carried out.
- 2 Receive apologies for absence.**
All present
- 3 Declaration of Interests**
All councillors as per Notification of Interests
Cllr Hughes – Item 7c – Flooding on Frodsham Road
- 4 Issues to be raised by the Public.**
No members of the public were present.
- 5 Minutes of the Parish Council Meeting – Thursday 11th December 2025**
It was proposed by Cllr Hughes, seconded by Cllr Lodge, and agreed by ALL eligible to vote that the minutes be accepted.
- 6 Items for resolution**
 - a) **Clerk Vacancy**
A vacancy notice has been advertised with a closing date of the 23rd January.
Interest has been shown but no formal application(s) has yet been received.
The existing Parish Clerk kindly agreed to stay in post until either a replacement Clerk was in post or hand over on 31st March 2026, whichever came first.
ACTION :- CLLR MAHONEY
 - b) **Christmas Illuminations**
It was noted that on the 12th December Northwich Town Council were advised that the lights were not working and needed some maintenance. This was the second occasion that the lights had not worked.
Cllr Gilbert, in agreement with others advised that the lights had not been operational for much of the Christmas period.
 - c) **Armorial Crest competition/Logo**
All entrants have now received a certificate to note their involvement in the competition.
We are still awaiting details from the winner of the competition in order that the prize money can be forwarded.
ACTION :- CLLR HUGHES
 - d) **Cheshire Railings Ownership**
The Parish Council have been advised in an E-Mail dated the 8th January 2026, by CWaC that the Cheshire Railings at the junction of Back Lane/Commonside and Frodsham Road were the property and responsibility of CWaC.
With the above information the Parish Council have advised CWaC that there was an RTC on the 30th November which would require some of the railings to be replaced.
The Parish Council have also asked CWaC to confirm the ownership of the Cheshire Railings at Yarranghall Green and the junction of Commonside/New Pale Road and Manley Road.
ACTION :- CLERK

e) **Internal Audit**

It was proposed by Cllr Hughes , seconded by Cllr Lodge and agreed by ALL eligible to vote that the Clerk should approach JDH Business Services for a quotation to carry out the Internal Audit at the end of March 2026

ACTION :- CLERK

f) **Parish Council representation – External Meetings**

Cllr Hughes asked that it should be formalised who and how many people should attend the following meetings organised by outside bodies.

CWaC Connections Chair and Vice Chair +1

ChALC AGM and Sandstone Ward meetings Chair and Vice Chair

Gowy Beat area meeting Chair +1

All other meetings to be decided as and when advertised.

7 Matters arising from last meeting: (Update)

a) **Website**

The Interactive website is progressing and should be operational from April onwards.

ACTION :- CLLR MAHONEY

b) **Commonside Insurance Claim – Fencing**

Following the information received from CWaC that the damaged railings were in their ownership the Parish Council will cancel the claim it was going to make.

ACTION :- CLERK

c) **Flooding – Frodsham Road**

The Parish Council have supported the efforts of two residents who have been in discussion with CWaC about how to resolve this problem but have yet to receive a response to them.

E-Mails of the 29th December and the 7th January

The enquiry has been sent to the Lead Local Flood Authority at CWaC

ACTION :- CLERK

d) **Commonside Crossroads**

Following recent RTC's at this junction and other near misses a resident has been advised that work will be undertaken on the carriageway markings in 2026 when the weather is suitable.

The Parish Council acknowledged that this would be an improvement but asked the Clerk to request that the Give Way signs on this junction be changed to Stop signs.

ACTION :- CLERK

e) **Fingerpost – Helsby/Frodsham road junction**

The Parish Council have been advised in an E-Mail from CWac dated the 6th January that the damage to the fingerpost is beyond repair and would not be replaced.

It was agreed that the Parish Council would contact a local source and ask if the fingerpost could be stored while they investigated the matter further.

The Clerk was asked to contact CWaC and request that the fingerpost itself and the post that is still in the ground should be left in-situ for a further brief period so that discussion could take place about its storage and possible repair.

ACTION :- CLERK/HUGHES

8 Reports on meetings attended by Councillors.

Cllr. Gilbert/Mahony/Crowe

A meeting was organised by CWaC to advise the current position regarding the land on Commonside which is possibly contaminated.

The Councillors noted that further investigation work was still being done but they were concerned that should the results show there is contamination then CWaC do not have the money, at this time, to carry out reparation work.

PCSO – Cllr Crowe attended the recent surgery, held in Helsby Library, organised by PCSO Neil Flannagan where she asked him if he could attend our parish council meetings. The PCSO marked the dates and would endeavour to attend.

9 Accounts

Microsoft software

It was proposed by Cllr Hughes, seconded by Cllr Gilbert and agreed by ALL eligible vote that the sum of £84.99 should be paid to Mr Bowker to cover the cost.

ACTION :- CLERK

Lighting Transformer

It was proposed by Cllr Hughes, seconded by Cllr Gilbert and agreed by ALL eligible vote that the sum of £120.00 should be paid to Northwich Town Council

ACTION :- CLERK.

Christmas Lighting Switch on

It was proposed by Cllr Hughes, seconded by Cllr Gilbert and agreed by ALL eligible vote that the sum of £456.00 should be paid to Northwich Town Council to cover the site attendance, light check and set timers.

As the lights had not been working over the Christmas period the second part of Invoice 9049 will be held whilst further discussion takes place.

ACTION :- CLERK

10 Planning Applications

24/02121/FUL The Cedars, Towers Lane

Awaiting Decision

25/04037/PDQ Land at Commons side farm

The Clerk was asked to obtain further information about a Planning Application with a suffix of PDQ in order that further discussion could take place via E-mail before comments needed to be forwarded by the 28th January.

11 Items introduced by Parish Councillors/Clerk (Not for resolution)

A survey called Thinking Ahead has been circulated to councillors and it was agreed that Cllrs Hughes and Gilbert would respond to it on behalf of the Parish Council.

ACTION :- CLLRS GILBERT/HUGHES

Cllrs Gilbert and Crowe will respond to the Cheshire Day celebration.

ACTION :- CLLRS CROWE/GILBERT

12 Agenda Item for the next Meeting

No items raised

13 Date of the next meeting – Wednesday 4th March 2026 at the Village Hall at 19.00

Signed.

Dated:

Alvanley Parish Council Planning Register 2024-25 – Awaiting determination

Received	Number	Location	Description	PC Response	Result
Fri 19 Jul 2024	24/02121/FUL	The Cedars Towers Lane Alvanley Frodsham WA6 0LG	Remodelling of existing dwelling (Revised Description)	No comments submitted	Awaiting decision

Alvanley Parish Council Planning Register 2025-26

Received	Number	Location	Description	PC Response	Result
Thu 23 Jan 2025	25/00183/LBC	Birch Cottage Back Lane Alvanley Frodsham WA6 9AW	Part Retrospective application for a new timber outbuilding and for the extension and alterations carried out to Birch cottage including; replacement windows, rethatching the roof, replacement single ply flat roof membrane, single storey extension and conversion of the garage into living space	Objected	Approved
Thu 23 Jan 2025	25/00182/FUL	Birch Cottage Back Lane Alvanley Frodsham WA6 9AW	Part Retrospective application for a new timber outbuilding and for the extension and alterations carried out to Birch cottage including; replacement windows, rethatching the roof, replacement single ply flat roof membrane, single storey extension and conversion of the garage into living space	Objected	Approved
Mon 28 Apr 2025	25/01329/FUL	The Cottage Back Lane Alvanley Frodsham WA6 9AW	Single storey extension	No Objection	Approved
Wed 03 Sep 2025	25/02767/FUL	Cliff Farm Commonsie Alvanley Frodsham WA6 9HA	Installation of 100 ground-mounted solar photovoltaic panels (approx. 55 kWp) on land to provide renewable energy for the dwellinghouse.	No comments submitted	Awaiting decision
Wed 24 Dec 2025	25/04037/PDQ	Land On The North Side of Commonside Commonsie Alvanley Frodsham WA6 9HB	Partial conversion of an existing agricultural building to one dwelling	Comments Submitted	Prior approval requires permissio n

AGR – Agricultural application
 CAT – Conservation area tree
 FUL – Full application
 LBC – Listed building consent
 PDQ – Agricultural Buildings to Dwelling Houses
 REF - Appeal
 S73 – Minor material amendments
 LDC – Lawful Development Certificate
 TPO – Tree Preservation Order

Trudy Ryall-Harvey
 26-02-2026

Income received since the last meeting

Date	Received From	Gross Amount	Comment
30/01/2026	Bank Interest	£2.92	Bank Interest for Janaury 2026

Payments made since the last meeting - for noting

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
05/02/2026	CTA Systems	£58.40	£11.68	£70.08	Website and Email Provision

Payments not yet made - for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
	Alvanley Village Hall	£240.00	£0.00	£240.00	Hire of Village Hall during Financial Year 2024-25
	Alvanley Village Hall	£240.00	£0.00	£240.00	Hire of Village Hall during Financial Year 2025-26
	D Bowker	£399.52	£0.00	£399.52	Clerk's Salary to 17th February & Expenses
	HMRC	£95.20	£0.00	£95.20	PAYE Payment for D Bowker
	Clerk's Salary				<i>To be reported at the Parish Council Meeting</i>

Armorial Crest

Alvanley Parish Council

Parish Council Strategic Plan (2025-2026)

Reviewed Date: 4th March 2026

CONTENTS

Page No

- 1.0 Vision Statement
- 2.0 Alvanley Parish Council Values
- 3.0 Community Engagement & Participation
- 4.0 Infrastructure & Environment
- 5.0 Public Services & Safety
- 6.0 Economic Development & Local Businesses
- 7.0 Health & Well-being
- 8.0 Implementation & Review
- 9.0 Action Plan and Key Performance Indicators
- 10.0 Finance Implications / Budget

1. Vision Statement:

To create a thriving, inclusive, and sustainable parish that enhances the quality of life for all residents.

2. Alvanley Parish Council Core Values

- **Community First** – Prioritising the well-being, interests, and voices of local residents in the decision-making process.
- **Transparency & Accountability** – Ensuring open communication and responsible governance.
- **Inclusivity & Respect** – Valuing diversity and fostering an environment where all individuals feel welcome and heard.
- **Sustainability** – Promoting environmental responsibility to protect local green spaces and reduce the parish's ecological footprint.
- **Collaboration** – Working in partnership with residents, businesses, the local council and its departments and other organisations to strengthen the community.
- **Heritage & Growth** – Preserving local history while embracing progress for a thriving future.
- **Safety & Well-being** – Supporting initiatives that enhance safety, health, and overall quality of life.

Strategic Priorities

3. Community Engagement & Participation

Aims:

- a. Improve communication channels between the council and residents.
- b. Hold regular community forums to gather feedback and encourage local involvement.
- c. Foster strong partnerships with local groups and organizations.

4. Infrastructure & Environment

Aims:

- a. Facilitate the Maintenance and enhancement public spaces, pathways and verges.
- b. Advocate for improved transport links and accessibility.
- c. Promote environmental sustainability and green initiatives.

5. Public Services & Safety

Aims:

- a. Ensure efficient guidance of local services, including waste collection and street maintenance.
- b. Strengthen relationships with law enforcement to improve safety and security.

6. Economic Development & Local Businesses

Aims:

- a. Support small businesses through networking, and promotional campaigns.
- b. To work with the local authority to encourage investment into the area to boost the local economy.
- c. Explore opportunities for joint working and investment.

7. Health & Well-being

Aims:

- a. Promote mental and physical well-being through community-led health initiatives.
- b. Promote recreational facilities to encourage outdoor activities through walking and footpath maintenance.
- c. Support vulnerable residents.

8. Implementation & Review

Aims:

- a. Develop key performance indicators to track progress.
- b. Set measurable goals and regularly review performance.
- c. Engage with residents to refine and adapt strategies as needed.

9. Action Plan and Key Performance indicators

Reviewed September 2025

2025 Key Performance Indicators		
Target	Timescale	Achieved
KPI-1 To develop and implement Parish Council website	Q2	<i>In progress. Holding website agreed.</i>
KPI-2 To develop and implement policies and procedures.	Q2	<i>In progress x 3 policies approved to date. AM / DG/ JH working on remainder</i>
KPI-3 To develop and implement financial controls	Q2-Q4	<i>In progress</i>
KPI-4 To develop key partnerships with the local authorities	Q2-Q4	<i>Ongoing</i>
KPI-5 To develop working relationships with adjoining Parish Councils	Q2-Q4	<i>Ongoing</i>
KPI-6 To develop funding streams with local businesses	Q2-Q4	<i>X 3 business supported council to date to include: Tree Heroes Ltd, Enviro Tree Services Ltd, The White Lion, Nodens Farm.</i>
KPI-7 To improve of administrative control	Q2-Q4	<i>Ongoing</i>
KPI-8 To establish sources of income via grants and social funding	Q2-Q4	<i>Working with CHALC and local authority to establish funding for main website</i>
KPI-9 To engage with the community via regular forums	Q2-Q4	<i>In progress</i>
KPI-10 To develop and implement quarterly newsletter.	Q4	<i>Basic update amalgamated with Alvanley Church newsletter. Bespoke Parish Council Newsletter in discussion.</i>
KPI-11 To ensure the relevant councillor attends forums and meetings and report back.	Q2-Q4	<i>Ongoing</i>
KPI-12 To oversee the internal audits of the Parish Council	Q2-Q4	<i>Completed July 2025</i>
KPI-13 To continue to deliver the councils green initiative through footpath improvements	Q2	<i>Way forward to be agreed</i>
KPI-14 To continue to undertake regular Parish Council meetings and promote the minutes as required	Q2-Q4	<i>Ongoing</i>
KPI-15 To encourage councillors and employees to undertake up to date and relevant training and report back	Q2-Q4	<i>X 3 New councillor have undertaken one training course to date. A second book for mid-September and a third for October.</i>
KPI-16 The Parish Clerk to keep Councillors up to date with current legislation governing town and parish councils	Q2-Q4	<i>Ongoing</i>
KPI-17 To continue effective relations with Chalc and Nalc to ensure Parish Councillors are kept abreast of current changes in legislation	Q2-Q4	<i>Ongoing</i>
KPI-17 To designed and implement Armorial Crest for the Parish Council via competition	Q2 – Q4	<i>Competition poster designed and agreed, waiting for website development to progress to next stage</i>
KPI-18 To support the Parish Clerk in starting the process in achieving a recognised qualification to be completed 2026	Q2	<i>Agreed in principle</i>
KPI-19 To develop and implement a Parish Council Risk Assessment detailing risk and controls	Q2	<i>Risk Assessment completed, requires council approval at September meeting</i>

2026 Key Performance Indicators		
Target	Timescale	Achieved
KPI-1 To continue to develop key partnerships with the local authorities	Q1-Q4	<i>Ongoing – New clerk to support</i>
KPI-2 To continue to develop working relationships with adjoining Parish Councils	Q1-Q4	<i>Ongoing – New clerk to support</i>
KPI-3 To continue to develop funding streams with local businesses	Q1-Q4	<i>Strategy required for small working group to take forward. Alvanley Agricultural Services supporting with the repair of the finger post</i>
KPI-4 To continue to establish sources of income via grants and social funding	Q1-Q4	<i>Strategy required for small working group to take forward with local businesses linked to CWAC tenders</i>
KPI-5 To continue to engage community involvement via regular forums and interaction	Q1-Q4	<i>Ongoing – strategy required for small working group. Snowdrop planting initiated and donated by a member of the community</i>
KPI-6 To encourage councillors and employees to undertake up to date and relevant training and report back	Q1-Q4	<i>New councilors have undertaken x3 approved courses. Future training to be agreed.</i>
KPI-7 To develop and implement quarterly newsletter.	Q1-Q4	<i>Outstanding</i>
KPI-8 To ensure the relevant councillor attends forums and meetings and report back.	Q1-Q4	<i>Ongoing – Chair to agree appropriate councillor to attend as required</i>
KPI-9 To continue to oversee the internal audits of the Parish Council	Q1-Q4	<i>Ongoing - New Clerk to take forward.</i>
KPI-10 To continue to deliver the councils green initiative through footpath improvements	Q1-Q4	<i>Ongoing – review of footpaths to be undertaken</i>
KPI-11 To continue to undertake regular Parish Council meetings and promote the minutes as required	Q1-Q4	<i>Ongoing – new Clerk to take forward</i>
KPI-12 The Parish Clerk to continue to keep Councillors up to date with current legislation governing town and parish councils	Q1-Q4	<i>Ongoing – new Clerk to take forward</i>
KPI-13 The Clerk to provide annual financial records to the Council for approval prior the annual auditing	Q1	<i>Ongoing – new Clerk to take forward</i>
KPI-14 To continue effective relations with Chalc and Nalc to ensure Parish Councillors are kept abreast of current changes in legislation	Q1-Q4	<i>Ongoing – new Clerk to take forward</i>



Alvanley Parish Council

Publication Scheme

INTROUCTION

This publication scheme commits the Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Council.

Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Council to:

- proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- specify the information which is held by the authority and falls within the classifications below.
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- review and update on a regular basis the information the authority makes available under this scheme.
- produce a schedule of any fees charged for access to information which is made proactively available.
- make this publication scheme available to the public.
- publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act.

The term 'relevant copyright work' is defined in section 19(8) of that Act.

CLASSES OF INFORMATION

Class One - Who we are and what we do. Organisational information, locations and contacts, constitutional and legal governance.

Class Two - What we spend and how we spend it. Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

Class Three - What our priorities are and how we are doing. Strategy and performance information, plans, assessments, inspections and reviews.

Class Four - How we make decisions. Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Class Five - Our policies and procedures. Current written protocols for delivering our functions and responsibilities.

Class Six - Lists and registers. Information held in registers required by law and other lists and registers relating to the functions of the authority.

Class Seven - The services we offer. Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

CHARGES WHICH MAY BE MADE FOR INFORMATION PUBLISHED UNDER THIS SCHEME

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

WRITTEN REQUESTS

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

CONTACT DETAILS

If you require a paper version of any information or want to ask whether information is available, please contact the council by telephone, email or letter. Contact details are set out below.

Tel: 07784 486 767

Address: 76 Oaklea Avenue, Hoole Chester CH2 3RE

email: parishclerk@alvanleyparishcouncil.co.uk

Alternatively, you can visit our website <https://alvanleyparishcouncil.co.uk/>

Approved: 4th March 2026
Next Review Date: May 2027

ANNEX 1 – Published Information

Information to be Published	Where Information can be obtained	Cost (hard copy only)
Class 1 – who we are and what we do <i>(Organisational information, structures, locations and contacts)</i>		
Contact details for Parish Clerk and Council Members	Website https://alvanleyparishcouncil.co.uk/councillors/	NIL
Who's who on the Council and its Committees	Website https://alvanleyparishcouncil.co.uk/councillors/	NIL
Class 2 – What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i>		
Annual return form and report by auditor	Website https://alvanleyparishcouncil.co.uk/224-2/	NIL
Finalised budget	Contact the Clerk to obtain	NIL
Precept	Contact the Clerk to obtain	NIL
Financial Standing Orders and Regulations	Website https://alvanleyparishcouncil.co.uk/policies-and-procedures/	NIL
Grants given and received	NONE	N/A
List of current contracts awarded and value of contract	Hard Copy	NIL
Members' Allowances and expenses	Hard Copy / electronic	NIL
Class 3 – What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>		
Strategies and plans, performance indicators, audits, inspections and reviews, current and previous year as a minimum		
Annual Parish Meeting Report	NONE	N/A
Strategic Plan	Website https://alvanleyparishcouncil.co.uk/policies-and-procedures/	NIL
Annual Report	NONE	N/A
Neighbourhood Plan	NONE	N/A
Class 4 – How we make decisions <i>(Decision making process and records of decisions)</i>		
Timetable of meetings	Website https://alvanleyparishcouncil.co.uk/224-2/	NIL
Agendas of meetings	Website https://alvanleyparishcouncil.co.uk/224-2/ Published on Parish Council noticeboard 3 clear days prior to the meeting	NIL
Minutes of meetings	Website https://alvanleyparishcouncil.co.uk/224-2/	NIL
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting.	Website https://alvanleyparishcouncil.co.uk/224-2/ or via contacting the Parish Clerk	NIL
Responses to consultations papers	Contact the Clerk to obtain	Depending on size of

		doucment
Response to planning applications	All comments can be viewed at https://pa.cheshirewestandchester.gov.uk/online-applications/	NIL
Class 5 – Our Polices and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i>		
Policies and procedures for the conduct of council business: Procedural standing orders, Code of Conduct, Policy statements	Website https://alvanleyparishcouncil.co.uk/policies-and-procedures/	NIL
Policies and procedures for the provision of services and about the employment of staff: Equal opportunities policy, Health and safety policy, Complaints procedures (including those covering requests for information and operating the publication scheme)	Website https://alvanleyparishcouncil.co.uk/policies-and-procedures/	NIL
Schedule of charges (for the publication of information)	Website https://alvanleyparishcouncil.co.uk/policies-and-procedures/	NIL
Class 6 – Lists and Registers		
Assets register	Website https://alvanleyparishcouncil.co.uk/224-2/	NIL
Register of members' interests	Website https://alvanleyparishcouncil.co.uk/councillors/	NIL
Register of gifts and hospitality	Hardcopy / Inspection	NIL
Class 7 – The services we offer <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i>		
Street Furniture, seats etc	See Asset Register Website https://alvanleyparishcouncil.co.uk/224-2/	NIL

ALVANLEY PARISH COUNCIL

DIGNITY AT WORK POLICY

POLICY STATEMENT

Alvanley Parish Council is committed to creating and sustaining a working environment in which everyone is treated with dignity, respect, and fairness. We believe that a positive and inclusive workplace culture contributes to employee and councillor wellbeing, engagement, and performance. All have the right to work in an environment free from harassment, bullying, discrimination, and victimisation. This policy outlines our approach to promoting dignity at work and the procedures for dealing with inappropriate behaviour.

SCOPE

This policy applies to all employees, councillors, contractors, volunteers and anyone working on behalf of Alvanley Parish Council regardless of their contractual status or seniority. It applies to behaviour in the workplace, during work-related activities, events, and communications (including online or via social media), and in any other context where the actions may impact working relationships or the reputation of the council.

OBJECTIVES

- To promote a culture of dignity, respect, and inclusion.
- To prevent incidents of bullying, harassment, and discrimination.
- To provide clear procedures for raising and addressing concerns.
- To support affected individuals in a fair and timely manner.
- To ensure appropriate action is taken where unacceptable behaviour occurs.

DEFINITIONS

Dignity at Work

Treating others with courtesy and respect, valuing individual differences, and promoting a supportive and inclusive environment.

Bullying

Offensive, intimidating, malicious, or insulting behaviour that undermines, humiliates, or injures the recipient. It may be a single incident or a pattern of behaviour.

Harassment

Unwanted conduct related to a protected characteristic (e.g. age, gender, race, religion, disability, sexual orientation, etc.) that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, or offensive environment.

Victimisation

Treating someone less favourably because they have made or supported a complaint under this policy, or are suspected of doing so.

ROLES AND RESPONSIBILITIES

Employees, councillors and others

- Treat others with dignity and respect.
- Set a positive example through their behaviour.

- Promote and uphold the values of this policy.
- Speak up if they witness or experience inappropriate behaviour.
- Co-operate with investigations and resolution procedures.

Clerk, Chair or Vice-Chair

- Address issues promptly and fairly.
- Support individuals who raise concerns.
- Provide guidance and support in applying this policy.
- Ensure training and awareness are in place.
- Oversee the formal resolution process.

RAISING CONCERNS

Concerns can be raised either **informally** or **formally** depending on the situation.

Informal Resolution

Where appropriate, employees and councillors are encouraged to raise concerns directly with the individual involved, explaining how their behaviour has affected them. The Clerk, Chair or Vice-Chair of the council can support informal resolution through discussion or mediation.

Formal Procedure

If informal resolution is not appropriate or has not been successful, concerns should be reported to the Clerk, Chair or Vice-Chair of the council in writing. A formal investigation will be conducted in accordance with the council's grievance or disciplinary procedures.

INVESTIGATION PROCESS

- All complaints will be treated seriously and handled confidentially.
- A prompt and impartial investigation will be carried out.
- Both parties will be given the opportunity to present their views.
- Outcomes may include disciplinary action, mediation, or other corrective measures.

SUPPORT

Alvanley Parish Council is committed to supporting anyone affected by inappropriate behaviour. Support may include:

- Access to line management support.
- Counselling services or Employee Assistance Programs (EAP).
- Adjustments to working arrangements if necessary.

MALICIOUS ALLEGATIONS

False or malicious allegations may themselves be considered misconduct and will be dealt with under the disciplinary policy.

ALVANLEY PARISH COUNCIL

COMPLAINTS PROCEDURES

1. The Importance of Complaints

1.1. Alvanley Parish Council is committed to providing a quality service for the benefit of the people who live or work in our area or are visiting here. Complaints are valuable because they provide a chance to put things right if there has been an error, and to make sure that the same mistakes are not repeated. We are anxious to hear people's comments and we are committed to making full use of complaints information to contribute to continuous service improvement.

1.2. If you are dissatisfied with the standard of service you have received from this council or are unhappy about an action or lack of action, this procedure sets out how you may complain to the council and how we shall try to resolve your complaint.

2. Definition of A Complaint

2.1. A complaint is any expression of dissatisfaction, however made, about the standard of service, actions or lack of action by the parish council or its staff which affects an individual customer or group of customers.

2.2. This procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.

Some examples include:

- neglect or unjustified delay;
- malice, bias, or unfair discrimination;
- failure to tell people their rights;
- failure to provide advice or information when reasonably requested;
- providing misleading or inaccurate advice; and/or
- inefficiency, ineffectiveness, bad and unprofessional practice or conduct.

2.3. This complaints procedure does not apply to:

- complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures;
- complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the council on 18th May 2022 and, if a complaint against a councillor is received by the council, it will be referred to the Standards Committee of Cheshire West and Chester Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of Cheshire West and Chester Council; and
- complaints for which there is a legal remedy or where legal proceedings already exist.

3. Equal Opportunities

3.1. The parish council is committed to equal opportunities. Complaints feedback will be used to highlight discriminatory practices, and to promote equality of opportunity.

3.2. Complaints by members of the public of discrimination and/or harassment against the parish council will be dealt with through the complaints procedure unless it is a complaint that should be dealt with through a statutory procedure.

4. Complaints Officer

4.1. The Complaints Officer for the parish council is the clerk. Their main duties are:

- i. The day-to-day operation and management of the procedure;
- ii. To oversee, and undertake where necessary, the investigation of formal complaints within the relevant timescales;
- iii. To maintain a record of all complaints received including details of the nature of the complaint, action taken, outcome, and time taken to resolve;
- iv. To identify improvement points arising from any complaints; and
- v. To identify staff and councillor training issues.

5. Handling Complaints

5.1. **Everyday problems, queries and comments** - the council receives queries, problems and comments as part of its day to day running, and they should not all be regarded as complaints. These are routine and expected and are generally resolved quickly to the customer's satisfaction. If someone is dissatisfied with the original service or response they received and wishes to take the matter further then the issue should be recognised as a complaint.

5.2. **Informal complaints** - during the course of daily business, minor complaints are made to officers about the services we provide. These will usually be dealt with by the clerk. It is not appropriate for every comment to be treated as a formal complaint. Every effort should be made to deal with these problems immediately, either by providing information, instigating the appropriate action or explaining a decision.

5.3. **Formal complaints** - for the benefit of good local administration, the council has adopted the Code of Practice in Appendix 1 for considering complaints either made by complainants directly or that have been referred back to the council from other bodies. This Code of Practice is aimed at those situations where a complaint has been made about the council's administration or procedures to ensure that complainants can feel satisfied that their grievance has been properly and fully considered. It is designed for complaints that cannot be satisfied by less formal measures or explanations provided to the complainant by the clerk or Chair of the Council. All parties will be treated fairly and the process will be reasonable, accessible and transparent. However, there may be occasions when a complainant makes an approach in a different manner and it is important that the procedure does not in itself become a barrier to effective communication.

- 5.4. Unreasonable and Vexatious Complaints - there will be circumstances when a complainant persists in wishing to pursue a complaint when it clearly has no reasonable basis, or when the council has already taken reasonable action in response, or where some other process, whether through the courts or some other recognised procedure, should or has been taken. In such cases, reference should be made to the council's Vexatious Complaints Policy.
- 5.5. **Anonymous Complaints** - anonymous complaints should be referred to the clerk, and may be acted on at his discretion, according to the type and seriousness of the allegation.

6. Resolution and Remedies

- 6.1. The aim in dealing with all complaints is to reach a resolution or remedy that satisfies the complainant, whether it is the remedy they were originally seeking or not. Where a complaint is found to be at all justified, consideration may need to be given to the question of an appropriate remedy. An explanation or an apology will always be needed.

Complaints should be directed to:

The Clerk, Alvanley Parish Council
76 Oaklea Avenue
Hoole
Chester CH2 3RE

Tel: 07784 486 767

E-mail: parishclerk@alvanleyparishcouncil.co.uk

The clerk can provide direct contact details for the Chair of the Council on request.

APPENDIX 1

FORMAL COMPLAINTS CODE OF PRACTICE

Formal complaints can be considered at a council meeting. However, the council may also wish to establish a committee to deal with a complaint, which avoids the need for full council having to assemble and makes the process less daunting for a complainant if they choose to attend in person. If such a committee is formed, it should report its conclusions to the next council meeting.

At the meeting considering the complaint, the position of the council may be represented by the clerk or chair. If the clerk is putting forward the justification for the action or procedure complained of, they should not advise the council or committee.

Upon receiving a complaint:

1. The complainant should be asked to put the complaint about the council's procedures or administration in writing to the clerk.
2. If the complainant does not wish to put the complaint to the clerk, they may be advised to put it to the Chair of the Council.
3. The clerk shall acknowledge the receipt of the complaint within 5 working days and advise the complainant when the matter will be considered by the full council or by a committee established for the purposes of hearing complaints.
4. The complainant shall be invited to attend the relevant meeting and bring with them such representative as they wish.
5. 7 clear working days prior to the meeting, the complainant shall provide the council with copies of any documentation or other evidence, which they wish to refer to at the meeting. The council shall similarly provide the complainant with copies of any documentation upon which they wish to rely on at the meeting.

At the meeting considering the complaint:

6. Members shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the council meeting in public.
7. Chair to introduce everyone.
8. Chair to explain procedure.
9. Complainant (or representative) to outline grounds for complaint.
10. Members to ask any questions of the complainant.
11. If relevant, clerk to explain the council's position.
12. Members to ask any questions of the clerk.
13. Clerk and complainant to be offered the opportunity of last word (in this order).
14. Complainant (and clerk, if relevant) to be asked to leave the room while council members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both parties to be invited back.
15. Complainant (and clerk, if relevant) return to hear decision, or to be advised when decision will be made. After the meeting:
16. The decision should be confirmed in writing within seven working days together with details of any action to be taken.

ALVANLEY PARISH COUNCIL

SOCIAL MEDIA AND ELECTRONIC COMMUNICATION POLICY

1. Introduction

This policy sets out guidelines for the responsible and professional use of social media and electronic communication by Alvanley Parish Council and its members. It aims to ensure that all online interactions reflect the council's commitment to professionalism, integrity, and transparency while promoting community interests.

2. Scope

This policy applies to all forms of electronic communication, including but not limited to, social media platforms (Facebook, Twitter, Instagram, LinkedIn, etc.), emails, website content and online forums. It applies to:

- any official social media accounts;
- any social media activity conducted by parish councillors or council representatives in their official capacity; and
- the Alvanley Parish Council website.

3. Principles of Use

The parish council recognises the value of social media in engaging with the community. However, all communication should adhere to the following principles:

- professionalism and respect - all interactions should be conducted in a professional manner, avoiding inflammatory or inappropriate comments;
- accuracy and transparency - information shared must be factual, objective, and aligned with official council decisions and policies;
- impartiality - councillors must not engage in political speculation or commentary about the intentions of any political party or individual representing a political party; and
- community focus - any promotions or advertisements must be strictly limited to community services and initiatives beneficial to local residents. Private businesses or organisations should not be advertised unless they are part of a council-led initiative or event or they have provided a service to the community that the council wishes to acknowledge.

4. Guidelines for Councillors' Social Media Use

When engaging with social media in an official capacity or where a connection to the parish council may be inferred, councillors should:

- maintain a professional image - avoid making personal remarks that could undermine the reputation of the council;
- refrain from speculation - do not engage in discussions about political intentions, policies, or individual politicians;
- avoid online debates - councillors should not engage in debates on social media platforms. Responses to inquiries should be short factual statements that provide clear information and direct residents to attend parish council meetings for further discussion;
- respect confidentiality - no confidential or sensitive information should be shared on social media or in electronic communication; and
- remain lawful and ethical - ensure all interactions comply with relevant legal and ethical standards, including data protection laws and the Code of Conduct.

5. Official Social Media Accounts

Any official social media accounts will be managed to:

- provide updates on council activities, meetings and decisions;
- share relevant public information for the benefit of the local community; and
- respond to general inquiries with factual information and signpost residents to formal council channels;

Content posted on official accounts must not endorse or criticise political parties, candidates, or politically sensitive topics, contain personal opinions of councillors or staff or engage in arguments or controversial discussions.

6. Use of Email and Electronic Communication

Emails and other forms of electronic communication should be professional, clear, and respectful.

Official council business should be conducted through designated council email accounts, avoiding the use of personal email addresses for council matters.

Councillors and staff must be mindful of GDPR regulations when handling personal data in electronic communication.

7. Monitoring & Enforcement

The clerk, or a designated administrator, will oversee the management of the council's social media presence. Any breaches of this policy may result in appropriate action, including referral to the Monitoring Officer or other relevant authorities. If a councillor is found to have used social media in a manner inconsistent with this policy, the matter may be reviewed and addressed in accordance with the council's Code of Conduct.

8. Conclusion

This policy is designed to support constructive and professional engagement with the community while protecting the integrity of the parish council. All councillors and staff must adhere to these guidelines to maintain a respectful and transparent online presence.

Adoption Date:

Last Reviewed Date:

Next Review Date:

Alvanley Parish Council

Management of Risk

Risk management involves identifying, assessing, and mitigating potential risks that could impact an organization or project. Here are some key arrangements for effective risk management:

1. **Risk Identification** – Recognizing potential threats and opportunities that could affect objectives.
2. **Risk Assessment** – Evaluating the likelihood and impact of identified risks.
3. **Risk Mitigation Strategies** – Developing plans to minimize risks or their consequences.
4. **Monitoring and Reviewing** – Continuously tracking risks and adjusting strategies as needed.
5. **Stakeholder Communication** – Keeping all relevant parties informed about risks and mitigation plans.
6. **Compliance and Regulations** – Ensuring adherence to legal and industry requirements.
7. **Emergency Response Plans** – Preparing for unexpected events to ensure quick and effective action.

Risk assessment is a critical step in risk management, where potential risks are analysed to determine their likelihood and impact. Here's a detailed breakdown:

1. Risk Identification

This involves recognizing possible risks that could affect objectives. These can be financial, operational, strategic, environmental, or compliance-related.

2. Risk Analysis

Once risks are identified, they are analysed in terms of:

- **Likelihood** – How probable is it that the risk will occur?
- **Impact** – What consequences would it have if it did occur?
- **Vulnerability** – How exposed is the organization or project to the risk?

3. Risk Evaluation

After analysing risks, they are ranked based on their severity and priority. Often, businesses use a risk matrix—a tool that plots likelihood against impact—to visualize and categorize risks.

4. Risk Treatment

This step involves deciding how to respond to risks. Common strategies include:

- **Avoiding the risk** – Changing plans to eliminate the threat.
- **Reducing the risk** – Implementing controls to minimize its impact.
- **Sharing the risk** – Transferring it through insurance or partnerships.
- **Accepting the risk** – If it's within acceptable tolerance levels.

5. Monitoring and Review

Since risks evolve, continuous monitoring is essential. Periodic reassessment ensures risk management remains effective and relevant.

6. Documentation and Reporting

All findings from risk assessments should be recorded and communicated to stakeholders, enabling informed decision-making.

Specific arrangement for Financial Risk in a Parish Council:

- **Budgeting & Financial Planning** – Establish a clear financial plan with conservative estimates for income and expenses, ensuring funds are allocated appropriately.
- **Reserves & Contingency Funds** – Maintain designated reserves for unexpected financial challenges, such as legal expenses or emergency repairs.
- **Insurance & Liability Protection** – Secure insurance policies covering property, public liability, employer liability, and financial loss.
- **Internal Controls & Auditing** – Implement robust financial oversight with regular audits, transparent procurement processes, and checks on expenditure.
- **Investment & Asset Management** – Ensure responsible investment strategies that align with the council's risk appetite and legal requirements.
- **Grant & Funding Diversification** – Avoid overreliance on a single funding source by exploring grants, donations, and diverse revenue streams.
- **Fraud Prevention & Governance** – Strengthen governance policies to deter fraud or financial mismanagement.
- **Regulatory Compliance** – Stay up to date with financial regulations affecting local government bodies.

ALVANLEY PARISH COUNCIL

GENERAL RISK ASSESSMENT

Introduction

Risk management is an essential part of effective corporate governance. The council has a statutory duty to have in place arrangements for managing risk as stated in the Accounts and Audit Regulations 2015:

“A relevant authority must ensure that it has a sound system of internal control which ensures that the financial and operational management of the authority is effective and includes effective arrangements for the management of risk”

The council acknowledges that it has a responsibility to manage its risks effectively in order to protect its employees, assets, liabilities and community against potential losses. The council is aware that not all risks can be eliminated fully, however through correct and careful procedures there will be a focused approach to managing any risks.

The council adheres to the guidance given by JPAG (Joint Panel on Accountability and Governance) in their publication *“Governance and Accountability for Smaller Authorities in England”* Section 5 for the layout of this risk assessment. Risk for each area is assessed as high, medium or low (as based on the likelihood of the risk and the potential impact).

This document will be reviewed at least annually by the Clerk and the Parish Council.

Alvanley Parish Council is also audited annually. The internal audit process checks that we have adequate provision and policies in place to support this risk assessment.

Risk Assessment reviewed by:

- Jeanette Hughes Chair of Parish Council
- David Gilbert Vice Chair of Parish Council

Updated 26th February 2026

No	AREA	RISK IDENTIFIED	RISK H/M/L	CONTROLS	COMMENTS	FURTHER ACTION REQUIRED
ASSETS AND SERVICES						
1	Street furniture and other council-owned assets (e.g. Telephone box, benches, planters, noticeboard, office equipment)	Damage. Vandalism/theft. Cost of replacement/repair. Deterioration. Legal liability.	L	Insurance including public liability. Inspection by councillors and contractors. Maintenance regime.	Funds held in budget and earmarked reserves.	
2	Loss or damage of IT infrastructure/hard copy files and loss of use of office due to disaster or other reasons	Interruption to effective administration. Possible financial loss. Unable to provide services. Destruction of files and office equipment.	M	Replace equipment periodically. Office equipment insured for replacement value. Scan important files to store electronically. Computer is password protected.	Ability to use laptop and work from home or other office space nearby.	Investigate additional cyber security packages
3	Accidental loss or damage to fixed assets	Costs of repair or replacement. Loss of service until repaired/replaced.	L	Maintain insurance. Ensure a budget for replacement as required	An up-to-date register of fixed assets. Review with the Parsh Council	
4	Christmas lights.	Injury. Theft. Cost of replacement. Legal liability. Loss of amenity.	L	Specialist contractors have own insurance and risk assessments and are responsible for checking, servicing, installing and removing assets. Insurance including public liability. Annual budget for maintenance/replacements.		

5	General village maintenance	Health and safety of workers and volunteers. Loss of contract.	M	<p>Specialist contractor has own insurance and risk assessments. Contractor carries out relevant training.</p> <p>Parish Council to issue sub-contractor questionnaire for approval for all contractors undertaking works on their behalf. Volunteers to sign up to risk assessment issued by the parish Council.</p> <p>All necessary H&S legislation to be followed at all times. Organiser to provide first aid kit.</p>	At least three quotes as per the standing orders.	Clerk to investigate a first aid training course and ensure first aid kit is up to date and available to volunteers
---	-----------------------------	---	---	---	---	---

No	AREA	RISK IDENTIFIED	RISK H/M/L	CONTROLS	COMMENTS	FURTHER ACTION REQUIRED
ADMINISTRATIVE AND LEGAL LIABILITIES						
6	Failure to attract sufficient candidates for member vacancies or elections	Reduced representation. Unable to provide services. Possible meetings inquorate.	M	Actively publicise council activities.	Seek candidates amongst friends and colleagues. Publicise elections and vacancies on notice boards. Publicise elections and vacancies on Facebook and on APC website. Encourage volunteers and non-voting councillors to join working groups.	Currently 3 vacancies. Actively seek new councillors
7	Failure to achieve quorum at meetings	Business not transacted. Decisions not made.	M	Issue annual meeting calendar to all members. Issue meeting agendas promptly.	Record attendance.	Low council membership.
8	Lack of public consultation by council and failure to identify local needs and wishes	Decisions not based on evidence. People disenfranchised. Council does not represent public views.	L	Ensure meetings are publicised. Place articles in parish noticeboard/Facebook/website. Include public participation session at all meetings. Provide advice for members of the public attending meetings. Publish agendas and minutes on noticeboard and website. Ensure a strategic plan is in place and updated quarterly	Use Annual Parish Meetings. Ensure seating is available at meetings for public.	
9	Members acting alone outside meetings	Members outside compliance. Indemnities invalid.	M	Members read the 'Good Councillor Guide' and other relevant guidance.	New parish Councils encouraged to undertake training. Clerk to share the	

		Personal risk. Legal liability.		Members should not make commitments on behalf of the council. Attend relevant training courses by ChALC and others.	Chalc training schedule on an annual basis.	
10	Council decisions not implemented	Confidence undermined. Reputational risk. Possible losses.	M	Clerk to publish minutes within 2 weeks of meetings (marked as draft). Outstanding actions log presented and reviewed at each meeting. Chair and Vice Chair to undertake periodic independent discussion with councillors providing support to achieve their actions	Minutes to be considered at next meeting.	
11	Inaccurate, untimely, improper minutes	Poor decisions made. Poor evidence for decisions.	L	Clerk to check minutes with members not more than 7 days after meeting. Chair to support Clerk with initial Draft of Minutes	Unapproved minutes published on website (marked as draft).	
12	Inadequate document control	Poor evidence. Poor support to members.	L	Clerk to establish IT filing and retrieval system. Clerk to ensure a recognised IT back up system Clerk to enforce document version control. Clerk to check and advise all document control with the Chair person for approval	Further filing is required.	

13	Failure to recognise and address conflict of interest	Lack of transparency. Open to complaints of fairness or bias.	M	All members to be given Code of Conduct and offered induction training and buddy.	Programme for New Councillors. Procedures outlined in Standing Orders.
14	Incomplete/inaccurate register of members' interests	Lack of transparency. Open to complaints of fairness or bias.	L	All members to be given Code of Conduct and offered induction training and buddy. Programme for New Councillors. Register of Members' Interests forms sent to CW&C and on APC website.	
15	Loss of services of clerk	Interruption to effective administration. Unable to provide services.	M	Chair given appropriate passwords in sealed envelope. Contact CHALC for locum clerk if necessary. Members trained to undertake wide range of financial and administrative tasks.	Provide the good councillor guide and undertake a buddy support approach.
16	Lack of defined objectives or strategy	Resources not directed. Poor performance. Risks not base lined.	L	Council to produce an agreed 2-year strategic plan. Strategic plan to be reviewed quarterly	
17	Allegations of libel or slander	Potential for litigation. Costs of investigation. Reduces confidence. Legal liability.	M	Clerk to intervene at meetings, review all press releases and newsletter articles before release. Adequate insurance cover. Complaints Policy. Freedom of Information Policy.	The chair person must be made aware of all potential allegations of libel or slander as soon as they are brought to the attention of the Clerk or Councillors

18	Bad publicity	Reduces confidence.	L	Review all press releases or newsletter articles before release. Social Media Policy must be in place and approved.	Manage press relations.
19	Insurance	Inadequate insurance or over insurance. Areas not covered. Policy lapsed.	M	Ensure adequate insurance is in place and reviewed annually by the Chair and the Clerk. Approval must be given by the full council	Council covered with Zurich. Cover is reviewed annually by the full Council or if circumstances change. Policy taken out competitively on a 3-year long term undertaking basis. Insurance values included within asset register.
20	Inadequate awareness of relevant legislation and lack of knowledge	Failure to comply. Poor decisions made.	L	Maintain membership of ChALC/NALC. Ensure Clerk is appropriately qualified. Attempt to recruit Councillors with professional backgrounds and knowledge of relevant legislation. Ensure appropriate training is provided	Purchase of relevant literature Ensure training is up to date for all councillors and Clerk.
21	Failure to comply with relevant legislation	Legal liability. Reputation damage.	L	Maintain membership of ChALC/NALC. Ensure Clerk is appropriately qualified. Attempt to recruit Councillors with professional backgrounds and knowledge of relevant legislation.	Ensure training is up to date for all councillors and Clerk. Purchase of relevant literature

				Ensure appropriate training is provided Liaise with internal and external auditors.		
22	HMRC and employment law requirements not met	Costs. Legal liability. Liability for unpaid tax. Fines.	L	The independent payroll provider submits returns to HMRC and processes salaries and pensions overseen by the Parish Clerk. When appropriate, returns made to the Inland Revenue. Employer liability insurance. Subject to internal audit.	Employees have a written contract of employment. Independent payroll provider used for employee payroll	
23	Risk associated with the General Data Protection Regulations	Legal liability. Personal data, held by the council, getting into the wrong hands. Fine by the Information Commissioner. Loss of trust in the council.	M	General Privacy Notice, Publication Scheme and data protection policy in place. Clerk and members adequately trained. Security measures in place eg. safe, shredding, firewall, passwords are secure. Computers password protected. Registered with the Information Commissioner's Office (ICO). Data is only held and distributed in accordance with GDPR rules.	Minimal confidential data is held.	New GDPR policies to be drawn up
24	Health and safety of staff	Employee's welfare at stake. Legal liability.	L	Robust health and safety policy and risk assessments in	Health and Safety of staff is of the utmost important to the council as is the safety of all	

25	Health and safety of councillors, visitors, contractors and work placements	Legal liability.	L	<p>place for all activities (reviewed Annually).</p> <p>Ensure Personal protective equipment is available and replaced when necessary.</p> <p>Full Health and Safety Policy in Place</p> <p>Risk assessment to be provided and approved for all activities</p> <p>All contractors to complete a subcontractor questionnaire for approval prior to commencing any works</p>	<p>volunteers . No activities are undertaken without the approval of the Parish Council and an understanding of the Health and Safety required</p> <p>Health and Safety of staff is of the utmost important to the council as is the safety of all volunteers. No activities are undertaken without the approval of the Parish Council and an understanding of the Health and Safety required</p>	
----	---	------------------	---	---	---	--

No	AREA	RISK IDENTIFIED	RISK H/M/L	MEASURES/COMMENTS	FURTHER ACTION REQUIRED
FINANCE AND CONTRACTS					
26	Financial (general)	Misappropriation of council funds. Financial loss.	M	<p>All banking arrangements and changes to banking services approved by the council and recorded in the minutes.</p> <p>Pay invoices by cheque/internet banking.</p> <p>Internet Banking - two councillors authorise online payments.</p> <p>Bank reconciliation of accounts signed by the Chair at each Full Council meeting.</p> <p>Annual scrutiny of all financial records by internal auditor.</p> <p>Accounts sent annually to external auditor for review.</p> <p>All changes in banking instructions, mandates etc. to be in writing with a hard copy kept permanently on file.</p>	Anti-fraud and Corruption Policy to be in place.
27	Failure to respond to electors wishing to exercise right of inspection of accounts	Complaints received. Not transparent. Non-compliance.	L	<p>Clerk to respond to electors within 5 working days</p> <p>Councillors to be made aware or request with immediate effect</p>	Clerk to advertise facility and respond to requests.
28	Payments	Goods not supplied but invoiced. Invoices incorrect.	L	All invoices checked for accuracy and receipt of goods/services in line with	Internal Control Policy with robust internal controls.

			Invoices unpaid.		comprehensive Financial Regulations. List of payments presented at every Full Council meeting. Clear audit trail of all expenditure and checked via internal audit. All expenditure authorised by Full Council as per Financial Regulations.	
29	Failure of bank	Financial loss.	M	Ensure bank does not hold more than £85,000 as this amount can be reclaimed.	Policies in place in Financial Regulations.	
30	Cheque books	Loss of cheques. Fraudulent use.	L	All cheques and cheque stubs signed by Chair and Vice Chair and the clerk and only when matched to invoice/purchase order. No blank cheques signed.	Used only in line with Financial Regulations and checked at audit.	
31	Failure to complete/submit annual return on time	Poor auditors report. Public confidence suffers.	L	Chair and Vice Chair to support Clerk to ensure submission of annual return Annual return to be approved by Chair and Vice Chair prior to submission	Clerk to maintain diary.	
32	Risk associated with partnerships and contracts	Poor levels of service or total loss of service. Possible increased costs. Reputational damage. Council not achieving "Value for Money". Risk of misunderstandings.	L	NALC's national Standing Orders model adopted. Separate financial regs. Clerk to be adequately trained. Pay on agreed terms on completion of works/service.	Conduct thorough research on companies and produce reports for meetings.	

33	Orders for work, goods and services. Monitoring of performances against agreed standards under partnership agreements.	Unable to fulfil responsibilities.	M	Ensure adequate training for Councillor and Clerk. Procedures set out in Standing Orders and Financial Regulations.	Reviewed at internal audit.
34	Failure to calculate/submit precept on time	Inadequate resources to meet commitments. Costs of re-billing.	M	Clerk to respond to Cheshire West and Chester Council notices. Agenda item for members to consider and approve. Precept to be discussed and approved in advanced based on previous performance and starting plan	
35	Inadequate annual precept and unsound budget. Late payment from CW&C.	Inadequate resources to meet commitments. Could run out of funds completely.	M	Clerk and members to build sound budget, using risk register and known commitments, and monitors this throughout the year. Contingencies in place through general reserves. Scrutiny of all financial records by Finance Committee and auditors.	Budget and reserves overseen and approved by the Parish Council. Review the needs for a Reserves Policy on an annual basis.
36	Failure to account for and recover VAT	Wasted resources.	L	Clerk to process reclaim annually.	

					Chair and Vice Chair to discuss with Clerk and review quarterly submission. Internal auditor to check.		
37	Failure to stay within agreed budgets	Inadequate control.	L		Clerk to monitor. Councillors to review budgets at every meeting.		
38	Holding excessive or inadequate reserves	Auditors report. Poor use of resources. Inability to meet commitments.	L		Clerk to review as part of budgeting. Parish Council to review size of reserves. Council has produced and agreed 2-year strategic plan.	Parish Council to review reserves prior to the annual precept budget meeting.	
39	Fraud by Clerk	Reputation costs. Legal liability. Unable to provide services.	M		Adequate internal audit. Control systems for managing expenditure. Internal controls including prevention and detection of fraud and corruption. Fidelity Guarantee Insurance. Two signatures required on cheques and direct debit authorities. Monthly reconciliations of the bank statements to the financial records presented to Full Council.		
40	Fraud by Members	Reputation costs. Legal liability. Unable to provide services.	M		Adequate internal audit. Control systems for managing expenditure.		

				Internal controls including prevention and detection of fraud and corruption. Fidelity Guarantee Insurance. Two signatures required on cheques and direct debit authorities. Bank reconciliations of the bank statements to the financial records presented to Full Council.			
41	Failure to maintain fixed assets register	Improper control. Poor auditor's report.	L	Fixed asset register to be the responsibility of the Parish Clerk Full Council to review and approve asset register annually.	Council to review. Internal audit to review.		
42	Improper financial records	Potential for wasted resources.	M	Internal audit review to be undertaken. Full Council to approve at each meeting			
43	Failure to comply with deadlines for accounts and returns	Poor auditor's report. Reduction in confidence.	L	Clerk aware of annual deadlines. Clerk to copy Chair into all email submissions to ensure timely and accurate approach	If in doubt, liaise with internal and external auditors.		
44	Risks associated with internet banking	Misappropriation of funds. Unable to provide services. Reputational damage.	H	Invoices to be paid by bank transfer at least once per month. Bank processing should be approved by at least two official signatories.	Nat West online banking requires two signatories and account does not link to members' personal accounts.	This is currently at high risk as two signatures do not sign off online transactions.	

45	Risks of supplier (procurement) fraud including the adequacy of supplier onboarding controls	Loss of council funds.	M	<p>At least two signatories to authorise payments via electronic approval system, All transactions and income to be approved and recorded in minutes.</p> <p>Non signatory Parish Council to check bank reconciliations against bank accounts.</p> <p>Before entering into contracts with companies or other bodies the Council will carry out due diligence to safeguard public funds. All, or as many as deemed necessary, of the following measures will be taken:</p> <ul style="list-style-type: none"> - A check at Companies House; - The lowest deposit possible to be negotiated, if appropriate; - A suitable retention to be negotiated, if appropriate; - The Council to require terms and conditions, depending on the contract value, as deemed appropriate; - If appropriate the Council to buy goods and materials directly from the suppliers; - Materials to be delivered to where the Council specifies 		
----	--	------------------------	---	--	--	--

				and at an agreed time to suit the Clerk; and - New payee checks to be carried out through the Council's online banking facility.		
46	Expenditure being incurred which is not within the legal powers available to local councils.	Ultra vires expenditure – illegal transactions. Local elector challenge. Audit investigation/ public interest report	L	No expenditure to be undertaken unless approved by the full council	Recording in the minutes the powers under which expenditure is approved <u>or</u> the council must have general power of competence.	
47	Risk of a complaint from an elector if a contract is not fairly awarded.	Investigation by external auditor leading to increased audit fees, public interest report etc. Reputational damage. Poor value for money.	L	Standing Orders and Financial Regulations in place dealing with the award of contracts. Complaint procedure in place.		

DOCUMENT HISTORY

Version number	3
Approval by	Full Council
Date of approval/adoption	26 th February 2026
Maximum review period	Every year
Date for next review	February 2027

Change History

Version 1	Adopted by Full Council on: 3 rd September 2025.
Version 3	Adopted by full Council on:

Civility and Respect Pledge suggested agenda item:

To pass a resolution to sign up to the civility and respect pledge

Definition of Civility and Respect
Civility means politeness and courtesy in behaviour, speech, and in the written word.
Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

REF NO	Description	Identification	Date Acquired	Value at purchase	Ins Value 2017	Purchaser	Custodian	Disposal/Discharge
	ASSET							
004	Laptop	Hewlett-Packard HP2000-L14	2006	£213.44	N/A	Parish-Council	Clerk	Sold-October-2016
002	Defibrillator		2014	£485.00		Parish Council	Parish Council	
003	Telephone Kiosk	Church Way	2012	£1.00	£1.00	Parish Council	Parish Council	
004	Data Collection Unit (Speed Device)	SID Unit	2016	£1,205.00		Parish Council	Parish Council	
005	Planter	Church Way	2014	£0.00	£0.00	CWac	Parish Council	
006	Planter	Opp Cricket Club	2014	£0.00	£0.00	CWac	Parish Council	
007	Planter	Four Lane End crossroad	2014	£0.00	£0.00	CWac	Parish Council	
008	Bench	Pimrose Lane	1995	£150.00		Parish Council	Parish Council	
009	Bench	Opp Cricket Club	1995	£150.00		Parish Council	Parish Council	
010	Bench	Commonside crossroad	1995	£150.00		Parish Council	Parish Council	
011	Laptop	Dell Inspiron 15	2016	£324.17		Parish Council	Clerk	
012	Chesterie-Railings	Commonside-crossroads	1960	£0.00			Owned by CWaC	Demaged
013	Chesterie-Railings	Symonds-Hill	1960	£0.00			Owned by CWaC	
014	Chesterie-Railings	Four-Lane-ends	1960	£0.00			Owned by CWaC	
015	Printer	HP OfficeJet Pro 6960	2016	£96.65		Parish Council	J Hughes	
016	Recovery Drive	Set Up USB	2016	£29.18		Parish Council	Clerk	
017	Defibrillator-Pads	Use-with-Defibrilator	2017	£0.00		Parish-Council-	Parish-Council	Out-of-date
018	Chesterie-Railings	Commonside-crossroads	2017	£5,604.00		Parish-Council-	Owned by CWaC	
019	Christmas Lights	Pimrose Lane	2020	£500.00		Parish Council	Parish Council	
020	Defibrillator-Pads	Outside-White-Lien	2020	£0.00		Parish-Council-	Parish-Council	Out-of-Date
021	Defibrillator-Battery	Outside-White-Lien	2020	£396.00		Parish-Council-	Parish-Council	
022	Lamp of Peace	Church	2024	£55.00		Parish Council	Parish Council	
023	Commemorative Bench	Church	2024	£284.64		Parish Council	Parish Council	
024	Defibrillator-Pads	Outside-White-Lien	2024	£62.50		Parish-Council-	Parish-Council	
025	Brass Commemorative Plaque	Church Bench	2024	£43.20		Parish Council	Parish Council	
026	Bin Hoops	Refuse collection	2024	£36.72		Parish Council	Parish Council	
027	Brass Commemorative Plaque	Church Bench	2025	£93.60		Parish Council	Parish Council	
028	Metal Soldiers - WWI Soldier, WWII Soldier and WWII Soldier Female	Variable	2025	£530.00		Parish Council	Parish Council	
	Total			£4,084.16				