

DISLEY PARISH COUNCIL

**Councillors are summoned to the Full Council Meeting to be held on 9th October 2025 at 7pm at
Disley Community Centre, SK12 2BB**

This meeting will be recorded for ease of minute production.

Signed: Sarah Allen (Parish Clerk)

Dated: 3rd October 2025

1. Apologies

To receive and approve any Apologies for Absence.

2. Declaration of Interest

To receive any declarations of Disclosable Pecuniary Interests (DPI), Personal Interests or Prejudicial Interests as defined in the Member Code of Conduct.

3. Public Open Forum

To receive comments from members of the public in accordance with guidance provided on the website: [Public-Participation-at-Council-Meetings-11-02-2015.pdf](#).

4. Cheshire East Councillors' Report

To receive Cheshire East Councillors' Report.

5. Minutes

To approve and sign the minutes from the Council Meeting held 11th September 2025.

6. Chair's Report

To receive a report from the Chair.

7. Finance

- a) To note that the bank reconciliation for August 2025 has been signed by the RFO and been verified and signed by Cllr Windsor.
- b) To approve and sign the finance report for month 5.
- c) To approve the transfer of £3,000 from general reserves to the Community Transport budget heading.
- d) To retrospectively approve the payment schedule for 09.09.25 and note that all invoices were verified by 2 councillors.
- e) To retrospectively approve the payment schedule for 19.09.25 and note that all invoices were verified by 2 councillors.
- f) To note and retrospectively approve that, following the approval of item 8k in regards to the provision of two sets of lights for the Christmas Trees, at the Council meeting held on 11th September 2025, the company subsequently advised that their original quote was incorrect. A revised quote, reflecting a slightly reduced number of lights, was submitted and accepted due to time constraints regarding ordering. Council is asked to retrospectively approve the order placed.

8. New Website

To note that the tender pack has been sent out to 3 specialist town and parish council website providers and that a full report will be provided to the November Disley Parish Council meeting.

9. Project Teams updates

- a) To agree membership
- b) To receive the Disley Parish Council Projects update.

10. Lone Working

- a) To review DPC Lone Working technology and note StaySafe subscription end 30th November 2025.

- b) To discuss and approve giving 30 day notice period as per staff wishes.
- c) To note that the Clerk is seeking alternative Lone Working technologies.

11. Community

- a) To note and discuss actions - DPC has received a petition from the Disley Community for provision of a skate park in Disley.
- b) To note that DPC has received an anonymous noise complaint letter regarding barking dogs at a property on Red Lane.
- c) To retrospectively agree notice given to tenant on Newtown fields and to prepare a new Common Law Tenancy Agreement for new tenant.
- d) To consider Cheshire East Disley Air Quality Management Area revocation.
- e) To note thanks given by the Disley Local History Society for accommodating the 'Time Capsule'.

12. Completion of External Audit

- a) To note that the internal audit identified two issues: the risk assessment, completed by the RFO in February 2025 but not approved by the Council within the audit year (formally approved on 25/05/2025), and Transparency Code compliance (contracts over £5,000 and land/building assets, recorded in the Assets Register to be published online). These matters were also noted in the external auditor's completion report (AGAR S3), published online on 15/09/2025 in accordance with Sections 20(2) and 25 of the Local Audit and Accountability Act 2014 and Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234) and will be addressed by the RFO.

13. Governance

- a) To receive a report from the Finance Officer regarding Assertion 10 of the 2025-26 Annual Governance and Accountability Return (AGAR), as detailed in the SAPPP Practitioners' Guide 2025.
- b) To note that the Responsible Finance Officer will ensure compliance with Assertion 10 by end February 2026 and that this will involve officer training on GDPR and FOI requests.

14. Risk Assessment

- a) To note that the risk assessment has been updated to include Assertion 10 of the Accountability and Governance Return 2025-26.
- b) To approve the updated risk assessment 2025-26.

15. Planning

- a) To consider the following applications received

Reference	Address	Details	COMMENTS
25/3168/FUL	Seven Springs Guide Camp, Corks Lane, Disley SK12 2AZ	Refurbishment including internal modifications and fabric upgrade and external works including canopy to existing Venture House building.	Deadline 06/10/25 – extension to 13/10/25 requested
25/3561/HOUS	34 Jacksons Edge Road, Disley SK12 2JL	New second storey above existing bungalow, with single storey side, infill extension.	Deadline 16/10/25

b) To note the following application decisions made by CEC

Reference	Address	Details	COMMENTS
25/0380/HOUS	36 Buxton Road West, Disley SK12 2LY	Two storey front extension and part two storey, part single storey rear extension	Refused – 1) The proposed extensions and alterations are disproportionate to the original size of the building and therefore are an inappropriate form of development within the Green Belt. 2) The proposed extensions and alterations to the dwellinghouse fail to appear subordinate and commensurate to the scale, form and appearance of the existing building, introducing visually dominant and overly contemporary features which would be out of keeping with the rural residential character of the site and the surrounding area.
25/2139/CLPU D	109 Buxton Old Road, Disley SK12 2BU	Certificate of lawful proposed development of a detached building	Positive certificate
25/2412/HOUS	4 Orford Avenue, Disley SK12 2BH	First floor extension over existing garage and single storey rear extension, planning previously agreed but has expired October 2024	Approved with 3 conditions
25/2420/HOUS	111 Buxton Old Road, Disley SK12 2BU	Erection of extension to front elevation and form enlarged lounge, landscaping works and installation of external wall insulation.	Approved with 3 conditions

16. Meetings

Date & Time	Meeting / Event	Venue
TBA	Community Bus	Community Centre
9 th October 2025	Health & Wellbeing	Teams
16 th October 2025 @ 10am	Finance Meeting (budget)	Community Centre
17 th October @ 9.30am	SEND Drop-In	Disley Library
19 th October @ 11am	Civic Service	St Mary's Church
9 th November @ 11am	Remembrance Service	Ram Green @ St Mary's Church
13 th November @ 7pm	Council Meeting	Community Centre

17. Exclusion of Press & Public

To resolve that in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transactedⁱ

18. Staffing Matters

- a) To note confidential report HR/PC/19/09/2025.
- b) To approve and sign an addendum to the existing employment contract in order to correct an error identified in the original document relating to the date of salary increments.

19. Community Star and QE11 youth awards.

- a) To note the nominations for the awards
- b) To agree actions

20. Close of Meeting

ⁱ <https://www.legislation.gov.uk/ukpga/Eliz2/8-9/67/section/1>

Summary of Issues Raised by Residents September 2025

Bin Collections	3
Planning	1
Highways	2
Healthcare	1
Other	4
Total	11

Highways

Following my escalation of complaints about the poor condition of the B6101 Strines Road, I have received a response from Cheshire East Highways.

The last scheduled safety inspection identified one intervention level carriageway defect which was subsequently repaired on 4th September 2025. Level 2 carriageway repairs will shortly be scoped for inclusion in the machine laid carriageway repairs programme which will hopefully be completed before the end of November. As the work will be completed using a road closure, the dates are yet to be confirmed pending permit application. All road markings will be renewed following these repairs.

There is a lot more work needed to bring roads in Disley and Newtown up to an acceptable standard, and I shall continue to pursue this work on behalf of residents.

Disley Library

I would again like to thank all the volunteers who are giving up their time to enable Disley library to remain open on Saturday mornings. The arrangements are working well, and I shall shortly be arranging the volunteer rota up to the end of December. I believe that library provision on Saturday mornings is an essential service for our community. Thank you also to library staff for their help in making this happen.

Disley Air Quality Management Area (AQMA)

Cheshire East Council are proposing to revoke the Disley AQMA.

Over the last 5 years, monitoring data shows that along the Market Street stretch of the A6 through Disley, the concentration of NO₂ has declined significantly and is now consistently below the national objective. Reasons for the improvement in NO₂ concentrations are due to several factors, such as alterations to the traffic light sequencing at the junction with Jackson Edge Road and Buxton Old Road, and an increase in the uptake of low emission vehicles. The increase in the number of low and zero emission vehicles will continue to improve air quality.

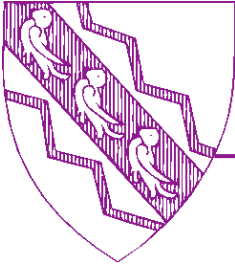
The Council will continue to monitor NO₂ and Particulate Matter in the AQMA to confirm that the concentrations remain compliant with the national objective and to gauge improvements in local air quality over time.

You can give your feedback by completing the online engagement survey on the Cheshire East website. Responses need to be received before the **17 October 2025**.

[Air Quality Management Areas \(AQMA\) Engagement 2025](#)

I am always happy to receive suggestions for content from parish councillors and residents.
Sue Adams

1st October 2025



DISLEY PARISH COUNCIL

Disley Parish Council Full Council Meeting 11th September 2025 at 7pm at Disley Community Centre, SK12 2BB

1. Apologies

To receive apologies for absence

RESOLVED; It was proposed, seconded and all agreed to approve apologies received from Cllr Adams.

2. Declarations of Interest

To receive any declarations of Disclosable Pecuniary Interests (DPI), Personal Interests or Prejudicial Interests as defined in the Member Code of Conduct.

NOTED; Cllr Bull declared P.I in agenda item 15

3. Public Forum

To receive comments from members of the public in accordance with guidance provided on the website: [Public-Participation-at-Council-Meetings-11-02-2015.pdf](#).

NOTED; There were no members of the public in attendance

4. Cheshire East Councillors' Report

To receive Cheshire East Councillors' Report

NOTED; CEC councillors report was received and noted

5. Minutes

- a) To approve and sign the minutes from the Council Meeting held on 24th July 2025

RESOLVED; Cllr Pattison proposed DPC approve and sign the minutes. Seconded, all agreed.

- b) To approve and sign the minutes from the Council Meeting held 19th August 2025.

RESOLVED; Cllr Bull proposed DPC approve and sign the minutes. Seconded, all agreed.

- c) To note the report from the Village Events Meeting held 4/08/25.

NOTED; The report from the Village Events Meeting held 4/08/25 was received and noted

- d) To note the report from the Health and Well Being meeting held 17/07/25.

NOTED; The report from the Health and Well Being meeting held 17/07/25 was received and noted

- e) To note the report from the Finance Working Group meeting held 13/08/25.

- f) **NOTED;** The report from the Finance Working Group meeting held 13/08/25 was received and noted.

6. Chair's Report

To receive a report from the Chair.

NOTED; Cllr Bull welcomed the new clerk to DPC and gave thanks to the locum clerk.

7. Policy & Procedure

- a) To approve the recommended Finance Regulations (based on the model provided by NALC dated March 2025) as agreed at the finance working group meeting held on 13th August 2025.

RESOLVED; Cllr Windsor proposed DPC approve the recommended Finance Regulations (based on the model provided by NALC dated March 2025) as agreed at the finance working group meeting held on 13th August 2025. Seconded, all agreed.

- b) To approve the model Standing Orders as provided by NALC dated March 2025 with the inclusion of figures in 1t, 3x, 4v, 6d, 9b, 9d, 26b as agreed at the finance working group meeting held on 13th August 2025.

RESOLVED; Cllr Bull proposed DPC approve the model Standing Orders as provided by NALC dated March 2025 with the inclusion of figures in 1t, 3x, 4v, 6d, 9b, 9d, 26b as agreed at the finance working group meeting held on 13th August 2025. Seconded, all agreed.

- c) To approve the Scheme of Delegation as agreed at the finance working group meeting held on 13th August 2025.

RESOLVED; Cllr Bull proposed DPC approve the Scheme of Delegation as agreed at the finance working group meeting held on 13th August 2025. Seconded, all agreed.

8. Finance

- a) To note the Local Government Services Pay Agreement 2025/2026 has been applied under contractual arrangements.

NOTED; It was noted that the Local Government Services Pay Agreement 2025/2026 has been applied under contractual arrangements.

- b) To retrospectively approve the payment schedule for 22.07.25 and note that all invoices were verified by 2 councillors.

RESOLVED; Cllr Pattison proposed DPC approve the payment schedule for 22.07.25 and it was noted that all invoices were verified by 2 councillors. Seconded, all agreed.

- c) To retrospectively approve the payment schedule for 07.08.25 and note that all invoices were verified by 2 councillors.

RESOLVED; Cllr Pattison proposed DPC approve the payment schedule for 07/08/25 and it was noted that all invoices were verified by 2 councillors. Seconded, all agreed.

- d) To retrospectively approve the payment schedule for 29.08.25 and note that all invoices were verified by 2 councillors.

RESOLVED; Cllr Pattison proposed DPC approve the payment schedule for 29/08/25 and it was noted that all invoices were verified by 2 councillors. Seconded, all agreed.

- e) To retrospectively approve the cost of £150.00 for minibus volunteer driver training.

RESOLVED; Cllr Bull proposed DPC approve the cost of £150.00 for minibus volunteer driver training. Seconded, all agreed.

- f) To approve the cost of £680.00 to reduce and reshape 6 trees on Ram Green.

RESOLVED; Cllr Pattison proposed DPC approve the cost of £680.00 to reduce and reshape 6 trees on Ram Green. Seconded, all agreed

- g) To approve tree work of £1240.00 on land adjacent to Lyme Park entrance and to cut roadside hedge adjacent to Seven Springs.

RESOLVED; Cllr Pattison proposed DPC approve the cost of £1240.00 for tree work on land adjacent to Lyme Park entrance and roadside hedge at Seven Springs.

- h) To note that the bank reconciliation for July 2025 has been signed by the RFO and will be verified by Cllr Windsor.

NOTED; It was noted that the bank reconciliation for July 2025 has been signed by the RFO and will be verified by Cllr Windsor

- i) To approve and sign the Finance Report for month 4.

RESOLVED; Cllr Bull proposed DPC approve and sign the financial report for month 4. Seconded, all agreed.

- j) To note that the interim internal audit will take place in October on a date to be confirmed.

NOTED; It was noted that the interim internal audit will take place in October on a date to be confirmed.

- k) To consider and approve the provision of 2 Christmas Trees and Christmas lights as per two quotations from Northwich Town Council and LITE.

RESOLVED; Cllr Pattison proposed DPC approve the provision of 2 trees from Northwich Town Council. Seconded, all agreed.

- l) To consider and approve the provision of lights for 3 trees on Ram Green as per quotation from Farley Electrical.

RESOLVED; Cllr Pattison proposed DPC approve the provision of lights for 3 trees on Ram Green as per quotation from Farley Electrical. (Option 2)

- m) To consider and approve the provision of replacement heaters for the community hall as per 2 quotations received.

RESOLVED; Cllr Pattison proposed DPC approve the provision of heaters by Sherratts Seconded, all agreed.

- n) To consider and approve the cost of £703.80 to repair 2 Disley Parish Council streetlights as per quotation.

RESOLVED; Cllr Windsor proposed DPC approve the cost of £703.80 to repair 2 streetlights as per quotation (Red Lane, Oak Bank) Seconded, all agreed.

9. Website

To note that the Finance Officer is seeking 3 quotes for a new website to improve user friendliness and to ensure compliance with Assertion 10 of the 2025-26 Annual Governance and Accountability Return (AGAR), as detailed in Section 1 of the SAPPP Practitioners' Guide 2025.

NOTED; It was noted that RFO is seeking 3 quotes for a new website to improve user friendliness and to ensure compliance with Assertion 10 of the 2025-26 Annual Governance and Accountability Return (AGAR)

10. Planning

a) to consider planning applications received and agree comments

NOTED; The following planning applications were noted and comments agreed.

Reference	Address	Details	COMMENTS
25/2920/CLPUD	54 Jacksons Edge Road, Disley SK12 2JR	Certificate of proposed lawful development for a small single storey extension to rear of property and garage conversion.	NO OBJECTION
24/2751M	Disley Paper Mill, Waterside, Disley SK12 2HW	Full planning application for remediation and stabilising works.	Amended plans 14/8/25 NO OBJECTION

b) to note planning decisions made by Cheshire East Council

NOTED; CEC Planning decisions were noted;

Reference	Address	Details	Decision
24/4812/HOUS	5 Woodlands Road, Disley, Stockport, Cheshire East, SK12 2LU	Two storey extension, front Dutch gables altered to form gables and alterations to doors and windows	Refused - The proposed extension would result in disproportionate additions to the size of the original building. The proposal is therefore an inappropriate form of development within the Green Belt.
25/1066/HOUS	The Homestead Homestead Road, Disley, Stockport, Cheshire East, SK12 2JP	Demolition of existing outbuilding and construction of an underground swimming pool and games room with hillside terrace. A two storey and a first floor extension to the existing bungalow.	Approved with conditions
25/1112/FUL	2 Buxton Road West, Disley, Cheshire East, SK12 2JB	Change of use to a restaurant on the ground floor, refurbishment internally and addition of services and signage.	Withdrawn
25/1113/FUL	2 Buxton Road West, Disley, Cheshire East, SK12 2JB	Change of use to a restaurant on the ground floor, refurbishment internally and addition of services.	Withdrawn

11. Project Teams updates

To review on-going projects

NOTED; It was agreed to update the project list at the next meeting

12. Communication

- a) To agree permission for the History Society to store a time capsule in the Parish Council safe.

NOTED; It was agreed to allow the History Society to store a time capsule in the DPC safe.

- b) To agree permission for sponsorship boards at Newtown football pitch.

NOTED; It was agreed to allow sponsorship boards at Newtown football pitch subject to the boards being located on the side of the changing room, facing the field.

- c) To discuss request from Crabtree Court residents for Disley Parish Council to contact Cheshire East Council and request that they allow parking permits to be issued in Community Centre car park.

NOTED; DPC is not minded to request Cheshire East Council to reverse decision to grant parking permits in the Community Centre car park. It was noted that the Chairman would write to the Crabtree Court residents suggesting they contact Peaks & Plains Housing Trust to request Cheshire East Council transfer of further parking spaces. DPC would support this request.

13. Meetings

Date & Time	Meeting / Event	Venue
9 th October 2025 @ 10am	Health & Well Being	Teams
9 th October 2025 @ 7pm	Full Council	Community Centre
16 th October 2025 @ 10am	Finance Meeting (budget)	Community Centre
17 th October @ 9.30am	SEND Drop-In	Disley Library
19 th October @ 11am	Civic Service	St Mary's Church
9 th November @ 11am	Remembrance Service	The Ram Green and St Mary's Church

PART 2

14. Exclusion of Press & Public

To resolve that in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transactedⁱ

15. Staffing Matters

- a) To note the confidential staffing report.

NOTED; The confidential staffing report was received and noted.

- b) To approve the recommendations contained within the report.

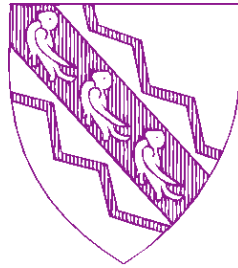
APPROVED;-

Cllr Pattison proposed DPC approve the recommendations contained within the staffing report (subject to one change) with effect from 1st April 2026

16. Close of Meeting

NOTED; Cllr Bull closed the meeting at 21.00

DRAFT



DISLEY PARISH COUNCIL

Finance Report M5

Dated: 04/09/2025

Prepared by: Jo O'Donoghue, RFO (FSLCC)

This report presents the Financial Statement as of 31st August 2025

Contents

1. Cashbook Report from 1/08/2025 to 31/08/2025
2. Comparison Report from 1/04/2025 to 31/08/2025

Signed: _____

Date: _____

Minute reference: _____

Financial Statement - Cashbook

Statement of receipts and payments between 01/08/25 and 31/08/25 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Petty Cash	£200.00
RBS Current A/C + High Int. A/C	£8,165.98

Short Term Investment Accounts

Cambs & Counties Bank - 5-year Bond	£88,010.27
Nationwide Business 1-year Saver	£92,260.44
PayPal Account	£543.58
The Cambridge Building Society	£38,020.36
Total	£227,200.63

Balances at start of period

Ordinary Accounts

Petty Cash	£200.00
RBS Current A/C + High Int. A/C	£46,639.65

Short Term Investment Accounts

Cambs & Counties Bank - 5-year Bond	£88,010.27
Nationwide Business 1-year Saver	£92,260.44
PayPal Account	£543.58
The Cambridge Building Society	£38,020.36
Total	£265,674.30

RECEIPTS	Net (£)	Vat (£)	Gross (£)
Council			
110 Precept	0.00	0.00	0.00
120 VAT reclaimed	1,612.55	0.00	1,612.55
125 Grant Awards	0.00	0.00	0.00
130 Rental Income	500.00	0.00	500.00
135 Petty Cash Replenishment	0.00	0.00	0.00
140 RESERVE - Community Transport	1,032.84	0.00	1,032.84
150 Other Income	297.61	54.33	351.94
160 Warm Places Initiative	0.00	0.00	0.00
190 Bank Interest	32.83	0.00	32.83
191 Investment Account Interest	0.00	0.00	0.00
192 Long-term Investments Interest	0.00	0.00	0.00
193 Nationwide BS Interest	0.00	0.00	0.00
194 PayPal Account Cashback Bonus	0.00	0.00	0.00
195 Cambridge B.S. Year-end adjustment	0.00	0.00	0.00
200 Community Centre	1,400.50	0.00	1,400.50
Council Total	4,876.33	54.33	4,930.66
Total Receipts	4,876.33	54.33	4,930.66
PAYMENTS	Net (£)	Vat (£)	Gross (£)
Council			
215 Salaries Inc Pensions	10,535.22	0.00	10,535.22
220 Staffing Expenses	56.50	0.00	56.50
225 General Administration	499.00	16.82	515.82

Financial Statement - Cashbook

Statement of receipts and payments between 01/08/25 and 31/08/25 inclusive. This may include

230 Street Lighting	151.03	7.55	158.58
231 Streetlighting - Capital Expenditure	0.00	0.00	0.00
240 Allotments	29.74	0.00	29.74
260 Parish Maintenance	49.97	10.00	59.97
262 Grounds Maintenance	0.00	0.00	0.00
265 Church Grounds Maintenance	0.00	0.00	0.00
270 Land Administration	0.00	0.00	0.00
280 Playground Upkeep	0.00	0.00	0.00
281 Play Area & Playing Fields Capital Expenditure	0.00	0.00	0.00
282 RESERVE - Newtown Improvements	0.00	0.00	0.00
290 RESERVE - Community Grants	0.00	0.00	0.00
300 RESERVE - Community Transport	290.87	43.28	334.15
310 Ranger Vehicle	1,130.80	3.33	1,134.13
350 Electric Vehicle Chargepoints	0.00	0.00	0.00
400 Community Centre	7,693.96	119.17	7,813.13
401 Building Supervisor Salary	2,282.25	0.00	2,282.25
405 RESERVE - Community Centre Capital Exp.	0.00	0.00	0.00
410 RESERVE - Community Transport - Capital expenditure	0.00	0.00	0.00
420 Bank Charges	7.82	0.00	7.82
500 Hanging Baskets	0.00	0.00	0.00
600 Village Events	52.50	10.50	63.00
660 CCTV Contribution	0.00	0.00	0.00
670 RESERVE - Neighbourhood Plan	0.00	0.00	0.00
700 Warm Places Initiative	0.00	0.00	0.00
Council Total	22,779.66	210.65	22,990.31
Total Payments	22,779.66	210.65	22,990.31

Closing Balances

Ordinary Accounts

Petty Cash	£200.00
RBS Current A/C + High Int. A/C	£28,580.00
	£28,780.00

Short Term Investment Accounts

Cambs & Counties Bank - 5-year Bond	£88,010.27
Nationwide Business 1-year Saver	£92,260.44
PayPal Account	£543.58
The Cambridge Building Society	£38,020.36
	£218,834.65
Total	£247,614.65

Not all the accounts have been reconciled exactly to the end date on this statement.

Financial Budget Comparison

Comparison between 01/04/25 and 31/08/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/2026	Reserve Movements	Actual Net	Balance
INCOME					
Council					
110	Precept	£204,687.00	£0.00	£102,343.50	-£102,343.50
125	Grant Awards	£0.00	£0.00	£0.00	£0.00
130	Rental Income	£8,150.00	£0.00	£1,058.30	-£7,091.70
135	Petty Cash Replenishment	£0.00	£0.00	£0.00	£0.00
140	RESERVE - Community Transport	£8,513.00	£0.00	£3,915.87	-£4,597.13
150	Other Income	£3,160.00	£0.00	£1,594.51	-£1,565.49
160	Warm Places Initiative	£500.00	£0.00	£0.00	-£500.00
190	Bank Interest	£400.00	£0.00	£170.02	-£229.98
191	Investment Account Interest	£100.00	£0.00	£156.15	£56.15
192	Long-term Investments Interest	£750.00	£0.00	£0.00	-£750.00
193	Nationwide BS Interest	£420.00	£0.00	£0.00	-£420.00
194	PayPal Account Cashback Bonus	£10.00	£0.00	£0.00	-£10.00
195	Cambridge B.S. Year-end adjustment	£0.00	£0.00	£0.00	£0.00
200	Community Centre	£20,500.00	£0.00	£9,953.02	-£10,546.98
Total Council		£247,190.00	£0.00	£119,191.37	-£127,998.63
Total Income		£247,190.00	£0.00	£119,191.37	-£127,998.63

Financial Budget Comparison

Comparison between 01/04/25 and 31/08/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/2026	Reserve Movements	Actual Net	Balance
EXPENDITURE					
Council					
215	Salaries Inc Pensions	£125,000.00	£0.00	£54,571.72	£70,428.28
220	Staffing Expenses	£2,575.00	£0.00	£958.00	£1,617.00
225	General Administration	£21,905.00	£0.00	£6,837.86	£15,067.14
230	Street Lighting	£2,000.00	£0.00	£850.78	£1,149.22
231	Streetlighting - Capital Expenditure	£0.00	£0.00	£0.00	£0.00
240	Allotments	£500.00	£0.00	£144.01	£355.99
260	Parish Maintenance	£5,000.00	£0.00	£9,707.52	£-4,707.52
262	Grounds Mainenance	£5,500.00	£0.00	£0.00	£5,500.00
265	Church Grounds Maintenance	£1,400.00	£0.00	£0.00	£1,400.00
270	Land Administration	£1,500.00	£0.00	£750.00	£750.00
280	Playground Upkeep	£7,750.00	£0.00	£1,099.49	£6,650.51
281	Play Area & Playing Fields Capital Expenditure	£20,000.00	£0.00	£0.00	£20,000.00
282	RESERVE - Newtown Improvements	£5,000.00	£0.00	£0.00	£5,000.00
290	RESERVE - Community Grants	£1,500.00	£0.00	£504.37	£995.63
300	RESERVE - Community Transport	£5,990.00	£0.00	£2,784.98	£3,205.02
310	Ranger Vehicle	£2,550.00	£0.00	£1,289.13	£1,260.87
350	Electric Vehicle Chargepoints	£100.00	£0.00	£339.14	£-239.14
400	Community Centre	£23,250.00	£0.00	£12,780.95	£10,469.05
401	Building Supervisor Salary	£21,000.00	£0.00	£10,999.03	£10,000.97
405	RESERVE - Community Centre Capital Exp.	£30,000.00	£0.00	£0.00	£30,000.00
410	RESERVE - Community Transport - Capital expenditure	£0.00	£0.00	£0.00	£0.00
420	Bank Charges	£50.00	£0.00	£233.48	£-183.48
500	Hanging Baskets	£5,000.00	£0.00	£3,982.30	£1,017.70
600	Village Events	£9,950.00	£0.00	£292.50	£9,657.50
660	CCTV Contribution	£4,170.00	£0.00	£0.00	£4,170.00
670	RESERVE - Neighbourhood Plan	£1,000.00	£0.00	£0.00	£1,000.00
700	Warm Places Initiative	£500.00	£0.00	£0.00	£500.00
Total Council		£303,190.00	£0.00	£108,125.26	£195,064.74
Total Expenditure		£303,190.00	£0.00	£108,125.26	£195,064.74

Financial Budget Comparison

Comparison between 01/04/25 and 31/08/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve Movements	Actual Net	Balance
Total Income	£247,190.00	£0.00	£119,191.37	-£127,998.63
Total Expenditure	£303,190.00	£0.00	£108,125.26	£195,064.74
Total Net Balance	-£56,000.00		£11,066.11	

Disley Parish Council

Ref: 9/10/25/7d

Expenditure transactions - payments approval list Start of year 01/04/25

Payment approval list 9.9.25

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
3216	BACS/1209 25/TOMLIN	£10.49	£10.49	260	04/08/25		A H Tomlinson Parbans Ltd - Panel saw	£10.49
3221	BACS/1209 25/GEOXP HER	£230.40	£230.40	225/6	27/08/25		Parish Online / Geosphere - Mapping software - 27/08/25 - 27/08/26	£230.40
3219	BACS/1209 25/EDGE	£869.88	£869.88	225/6	28/08/25		Edge IT Systems Ltd - Annual payment for AdvantEDGE online services (year 4 of 5)	£869.88
3215	BACS/1209 25/ARENA	£85.81	£85.81	225/5	29/08/25		Arena Group Limited - Photocopier charges 13/05/25 - 13/08/25	£85.81
3214	BACS/1209 25/SENIOR	£46.74	£46.74	260	31/08/25		Senior (Building Supplies) Ltd - Building sand and cement	£46.74
3217	BACS/1209 25/SES	£202.97	£202.97	350	31/08/25		Stockport Electrical Services Ltd - EV charger repair	£202.97
3213	BACS/1209 25/SUPRE ME	£211.20	£211.20	400/3	02/09/25		Supreme Heating & Plumbing - Supplied and installed a kitchen mixer tap with 12 year warranty	£211.20
3218	BACS/1209 25/COOP	£500.00	£500.00	225/21	04/09/25		Lauren Coop - August 2025 - media assistance	£500.00
3220	BACS/1209 25/JDH	£462.00	£462.00	225/14	08/09/25		JDH Business Services Ltd - 2024/25 year end internal audit fees	£462.00
Sub Total		£2,619.49	£2,619.49					
		£11,977.86	£11,977.86			Salaries & Wages		
Total		£14,597.35	£14,597.35					

Signature

Date

Signature

Disley Parish Council

Expenditure transactions - approval list

Start of year 01/04/25

Payment approval list 19.9.25

No	Payment Reference	Gross	Heading	Invoice date	Details	Payment Reference Total
3206	BACS/1009 25/PAYPAL	£61.65		03/09/25	PAYPAL - Debit Card Account - PayPal replenishment August 2025	£61.65
1		£21.70	225/6		Councillor emails 24/07/25 - 23/08/25	
2		£16.95	225/17		Website hosting 25/08/25 - 25/09/25	
3		£23.00	225/6		Microsoft - sub charges - 24/07/25 - 23/08/25	
3225	BACS/2609 25/SLCC	£315.00	225/9	15/09/25	SLCC - Joining and membership fee for Sarah Allen.	£315.00
3226	DD/150925/ SIEMENS	£147.34	225/5	15/09/25	Siemens Financial Services - Photocopier lease rental - 12/09/25 to 11/12/25	£147.34
3227	DD/120925/ ALLSTAR	£179.14		12/09/25	Allstar - Fuel for community bus and council van	£179.14
1		£104.13	300/1		Fuel for community bus	
2		£75.01	310/1		Fuel for council van	
3228	DD/120925/ BT	£167.15	225/2	12/09/25	British Telecommunications Plc - Telephone service for 01663 762726	£167.15
3229	BACS/2609 25/EGANB ULL	£74.06	400/9	17/09/25	Eithne Egan-Bull - Community centre cleaning materials	£74.06
3230	BACS/2609 25/VIKING	£9.56	225/4	12/09/25	Viking Direct - Stationery supplies	£9.56
3231	BACS/2609 25/WATER P	£50.92	400/7	10/09/25	United Utilities/Waterplus - Water and wastewater bill - 09.08.25 - 08.09.25	£50.92
3232	BACS/2609 25/NPOWE R	£70.24	600/3	18/09/25	Npower Business Solutions - Christmas Tree Lighting 01/03/24 - 28/02/25	£70.24
3233	BACS/2609 25/WILLIS1	£1,680.00	260	17/09/25	Willis's Limited - Lower Greenshall Lane - supply, dig, lay and backfill twin wall pipe to stop stable area flooding.	£1,680.00
3234	BACS/2609 25/WILLIS2	£1,080.00	281	17/09/25	Willis's Limited - Newtown Playing Fields - provide CAT excavator with operator and fuel. Investigation works on blocked header drain.	£1,080.00
3235	BACS/2609 25/SLCC2	£144.00	220/3	18/09/25	SLCC - Introduction to Local Administration online course - Sarah Allen	£144.00
Total		£3,979.06				

Signature

Signature

Date

Disley Parish Council Project Teams 2025/26

09/10/25/9b

03/10/2025

PROJECT	OBJECTIVES	PROJECT LEAD	PROJECT TEAM MEMBERS	UPDATES
Community Centre and environs improvements	To consider and implement improvements to the Community Centre and car park and reduce the impact of the council's activities on the environment.	Cllr. Pattison	Cllr. Windsor Cllr. Scale	30/9/25 - Cllr Pattison - Quotation re heating repairs agreed and to be carried out mid Oct 2/9/25- Cllr Pattison - Estimates for Community Centre repairs/replacement to be presented to council meeting on 11/9/25 16/07/25 - Cllr Pattison - in contact with plumber to provide 3rd estimate for replacement heating. JP in contact with flooring supplier to arrange date to fit nonslip flooring in rear entrance hall. 13/05/25 - Cllr Pattison - seeking 3rd quote for heater replacement in Community Hall 14/4/25 - Cllr Pattison: Seeking quotes for replacement heaters in hall following advice from plumber. Heaters original and circa 50 years old. JP to arrange non slip floor covering in rear lobby area. 21/02/2025 - Cllr. Sykes - EV access, parking, charges and maintainable items were
Community Transport Scheme	To monitor on-going effectiveness of the Community Transport Scheme.	Cllr. Adams	Cllr. Windsor Admin Assistant Parish Clerk	30/09/25 - next meeting TBA October 29/08/25 - Cllr Adams - Group hires are currently under review. 15/07/25 - Cllr Adams - notes from meeting 13th June included in the agenda pack 03/06/25 - Cllr Adams - next meeting Friday 13th June 12/05/25 - Cllr Adams - meeting to be arranged June / July 15/04/25 - Cllr Adams -Bookings for May/June trips going very well with some new destinations. Some trips are already fully booked 28/02/25 - Cllr Adams - Good programme of trips for March/April. 02/08/24 - Cllr Adams - repairs completed on time and bus back in use from 01/08/24. Weekly shopping starts 01/08/24 and trips programme prepared for August and September. Group hires currently not available. 01/07/24 - Cllr Adams - Bus booked in for repairs w/c 15/7/24. Two weeks allowed for bodywork repairs. We should be in a position to give a date for service to resume once repairs are complete. 04/06/2024 - Cllr Adams - Community coffee morning on June 1st raised £470.10. See update in agenda pack.
Street scene and village maintenance	TBC	Cllr. Bull	Cllr. Pattison	30/09/25 - Cllr Bull - Streetscene review undertaken and actions noted 03/09/25 - Cllr Bull - no update 15/07/25 - Cllr Bull - no update 14/05/25 - Cllr Bull - no update 16/04/25 - Cllr Bull - no update. 28/02/25 - Cllr Bull - Work - footway under railway bridge - planned to start at Redhouse Lane on 3rd March. White lining at Ram crossroads anticipated in March - including areas missed during major A6 works in 24. (work at night). Cllr Adams meeting United Utilities to investigate flooding on Ridgeway. Work to update previous Street Scene schedule to be undertaken this month. 04/06/2024 - Cllr Bull - Work started on highways improvements between Ram Green and Newtown. Work mainly consisted on resurfacing areas of badly damaged road surface and new white lines. It is hoped some selected drain cleaning and road sweeping may be undertaken. CEC have indicated work to construct a walkway under Red House Lane railway bridge is likely to be undertaken in September. This is subject to budget approval. Consultation has also been undertaken with Bentside residents to

PROJECT	OBJECTIVES	PROJECT LEAD	PROJECT TEAM MEMBERS	UPDATES
Leisure Facilities Improvements	To improve the facilities and environment at Arnold Rhodes, Newtown and the Station Ballpark and consider new community-led initiatives.	Cllr. Pattison	Cllr. Scale	30/9/25 - Cllr Pattison - meetings held with 2 x residents and play equipment provider to discuss provision of accessible play equipment at the Arnold Rhodes park 2/9/25 - Cllr Pattison - Works on wall at Newtown almost complete in preparation for fencing. 16/07/25 - Cllr Pattison - Assessment of works required following ROSPA report being carried out. Ranger moving stones from collapsed wall at Newtown so that contractor can provide accurate estimate for wall repair work/provision of fencing. 13/05/25 - Cllr Pattison - Arnold Rhodes Play Park - Awaiting ROSPA report. Newtown - seeking 3rd quote for removal of collapsed wall and replacement fencing. 14/4/25 - Cllr Pattison: Arnold Rhodes play park - play equipment & benches cleaned and DPC ranger carrying out moss removal in tennis court and edging footpaths. Price received from Northwich TC to supply & install accessible roundabout. ROSPA safety report due late April. 28/2/25 - Cllr Pattison - Project group to meet with Ranger - date tbc. MUGA - replacement floodlight has been installed. Arnold Rhodes - equipment cleaning to be booked for end March. Newtown JP has held meeting with residents re waterlogged areas and investigative works to be carried out. JP has contacted UU re concerns that water pipe may be leaking. Leaks in changing rooms have been dealt with. Further estimates needed re reinstatement of
Village Events	To develop and monitor a broad range of Community Events.	Parish Clerk	Cllr. Windsor Cllr. Scale Cllr. Pattison Admin Assistant	30/09/25 - Parish Clerk - Meeting conducted today, minutes published as soon as possible 02/09/25 - Cllr Pattison - Project group presenting estimate re Xmas event to council meeting on 11/9/25. Arrangements for Autumn Litter Pick on 13th September complete. 16/07/25 - Cllr Pattison - no update - next meeting is 4th August 2025 on teams. 13/05/25 - Cllr Pattison - no update. Next meeting is 2nd June 2025 on Teams. 14/4/25 - Cllr Pattison: Well attended litter pick on 29th March. Report prepared for council meeting re costings for Christmas to include Extravaganza. 27/2/25 - Admin Asst - Spring Litter Pick has been arranged for 29th March. Christmas Extravaganza - the project team will submit a report to the April council meeting covering a review of the arrangements and content of this event for councillors to agree the format for 2025. 02/08/24 - Parish Clerk - Disley Showcase very successful event.

PROJECT	OBJECTIVES	PROJECT LEAD	PROJECT TEAM MEMBERS	UPDATES
Village Health & Well-being	To improve the village Health & Well-being through new initiatives such as social isolation reduction and to encourage community volunteering.	Cllr. Adams	Cllr. Windsor Parish Clerk External members: Clare Johnson - CEC Suzanne Rhodes - EOLP Emma Paddle - Middlewood Practice Lisa Joslin - East Cheshire NHS/BDP	30/09/2025 - Cllr Adams - Next meeting 9/10/25 29/08/25 - Cllr Adams - Notes from meeting on 17th July included in agenda pack. Next meeting on 9th October on Teams 15/07/25 - Cllr Adams - Next meeting Thursday 17th July on Teams. 03/06/25 - Cllr Adams - Notes from meeting 15th May included in the agenda pack. Next meeting Thursday 17th July on Teams. 12/05/25 - Cllr Adams - next meeting is 15th May 2025 on Teams 15/04/25 - Cllr Adams - Notes from meeting 20/3/25 included in agenda pack. Next meeting 15th May on Teams. 28/02/25 - Cllr Adams - Notes from meeting 23/1/25 included in agenda pack (already emailed but missed from February pack). Next meeting 20th March on Teams 02/08/24 - Cllr Adams - verbal update to be provided at council meeting 01/07/2024 - Cllr Adams - Next meeting Thursday 1st August. Good progress on several health and wellbeing initiatives. 04/06/2024 - Cllr Adams - Notes from meeting 23rd May in agenda pack. 03/04/2024 - Cllr. Adams - Notes from meeting 21st March in agenda pack.

Dear Disley Parish council,

09/10/2025/11a

We are writing to you about our recent ideas about having a skate park in Disley. Based off of our petitions, us and the community would really like to have a skate park located where the current bike track is behind the field in Arnold road park. This is because the current bike track is falling apart and there is another bike track not to far along the canal, so it is not needed, however the nearest skate park is located in Whaley bridge which is too far for us to go. Walking to Whaley bridge would take 40+ minutes! This is why we need a skate park in Disley.

To help make the money to build the skate park, we could ask local shops to see if they would like to help fund it, and we ourselves would help raise money by enterprise.

Finally we would like to design it by having it contain: a medium sized bowl/box/mushroom/half pipe/stairs/spine/ramps/manual pad.

Yours sincerely,

The Disley community

Bowl



Box



Mushroom



Manual pad

Revocation of the Air Quality Management Area in Disley

Cheshire East Council is revoking the Air Quality Management Area (AQMA) for [A6 Market Street, Disley](#) because recent monitoring data shows that Nitrogen Dioxide (NO2) levels in this area have been consistently below the national objective for at least three consecutive years, indicating a significant improvement in air quality. This revocation is in line with the Council's Air Quality Strategy, Defra's Policy Guidance, and is a response to improved vehicle technology and highway schemes. The Council is continuing to drive forward air quality improvements through other strategies, including their Local Transport Plan and Environment Strategy.

Why the Revocation is Happening

- **Falling Pollution Levels:** Monitoring data from the A6 Market Street stretch in Disley shows that NO2 concentrations have significantly declined and are now consistently below the national objective.
- **Improved Vehicle Technology:** Advances in engine design and the increasing adoption of electric vehicles are contributing to reduced NO2 levels.
- **Government Guidance:** The revocation is being conducted in accordance with the Department for Environment, Food and Rural Affairs (Defra) Policy Guidance ([LAQM.PG22](#)).
- **Three Years of Improvement:** The Council follows a procedure to revoke an AQMA when monitoring results are below the objective for at least three consecutive years.

What it Means

- **No longer an AQMA:** The specific area along Market Street in Disley will no longer be officially designated as an Air Quality Management Area.
- **Continued Commitment to Air Quality:** While the specific AQMA is revoked, Cheshire East Council remains committed to improving air quality through its Air Quality Strategy, Low Emission Strategy, and Local Transport Plan.

What's Next

- **Public Engagement:** The Council undertook a public consultation on the Disley AQMA revocation.
- **Continued Monitoring:** Monitoring will continue to ensure the improvement in air quality is sustained.
- **Broader Strategies:** The Council will continue to integrate air quality considerations into planning and transport decisions through its strategies and policies, including its Local Plan.

Section 3 – External Auditor's Report and Certificate 2024/25

Ref: 09/10/2025/12

In respect of **Disley Parish Council- CH0068**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Section 1, Assertion 5 has been incorrectly completed. Information received from the smaller authority highlights that risk management arrangements were not reviewed and approved by the authority as a whole during the year. As a result, this assertion should have been answered 'No'. This is consistent with the Internal Auditor's response to Internal Control Objective C.

Other matters not affecting our opinion which we draw to the attention of the authority:

In the completion of the Annual Internal Audit Report, and their detailed report, the internal auditor has drawn attention to weaknesses in relation to publication of certain information on the website in line with best practice. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

12/09/2025

Reviewed: 19/09/2025 by Jo O'Donoghue (RFO)

Approved:

	Impact	Likelihood	RAG Rating	Mitigation	Responsibility	Notes
1. Finance						
Cash						
Theft of cash	H	L	G	£200 max kept in locked cashbox in locked office.	Administrative Officer	
Incorrect/inappropriate payments of cash	M	L	A	All payments made by cheque, Standing Order or BACS	Administrative Officer / Parish Clerk	
Cash Receipts not accounted for	L	L	G	Cash banked when received	Administrative Officer / PC	
Cheques						
Loss/theft of cheques	H	L	A/G	Cheque books kept in locked cabinet	Administrative Officer / PC	
Inappropriate payments	M	L	G	Financial Regulations Reports to council meetings	Councillors / PC / RFO	
Cheques not presented	L	L	G	Detailed monthly finance reports approved at monthly meetings	Parish Clerk	
Insurance						
Ineffective/inadequate	M	L	G	PC to check market from time to time	Clerk	3-yr contract to 2027
Claims badly handled	M	L	G	Claims monitored	Clerk	
Non-receipt of sums due	M	L	G	Administrative Officer checks	Administrative Officer / PC / RFO	
Bank Account						
Non-optimised returns	L	L	G	Clerk to check market from time to time	Parish Clerk / RFO	
Instability of DPC's chosen bank	H	L	A/G	Spread risk between institutions Funds split between current and savings account	Parish Clerk	
Non-reconciled accounts				Detailed reports approved at monthly meetings. Bank recs checked by Cllr	Parish Clerk / RFO / appointed Cllr	Named Cllr appointed

	Impact	Likelihood	RAG Rating	Mitigation	Responsibility	Notes
Inappropriate BACS payments	H	L	A/G	Reports to each FPC meeting Administration Officer and PC checks Accounts for payment signed by 2 councillors and checked by RFO	Parish Clerk / Cllr RFO	
Incorrect DDs/SOs	H	L	A/G	Reports to each FPC meeting Administration Officer and Clerk's checks	Parish Clerk	
2. Property						
Damage/vandalism to playground equipment, gates, shed, vehicles	M	L	A/G	Insurance Regular inspection Independent annual inspection Regular servicing Good relationship with police Vigilant councillors Quick action to repair/make safe	Parish Clerk / Councillors / Grounds maintenance staff / Service contracts	
Loss or theft of regalia/valuables	L	L	G	Insurance Regular checking Secure storage	Parish Clerk / Councillors	
Loss of value of assets	L	L	G	Maintenance Proper storage Physical checks Asset register – reviewed and updated annually	Parish Clerk	
Loss of Office Base due to tenancy breaking down	H	M	A/G	Agreement with CEC	Council	
Loss of Office base due to damage, vandalism or other event	H	L	G	Building maintained Burglar and fire alarm systems monitored 24/7	Council	
3. Health and Safety						
Accidents at work	H	M	A/R	Statutory notices Risk assessments carried out Accident Book	Parish Clerk / all staff	

	Impact	Likelihood	RAG Rating	Mitigation	Responsibility	Notes
				Careful supervision Maintenance Care with lifting Training		
Safe premises	H	L	A/G	Well maintained Statutory provisions, notices Risk assessments carried out Training when needed	Clerk	
Accidents of public on Council land	H	L	A/G	Proper signage Hazards fenced off Insurance		
Wellbeing problems for staff and councillors	M	M	G	Policies for dealing with illness, stress and other HR matters in place		
Accident while driving for work reasons	M	M	A	Drivers to be insured for business use. Adequate time allowed for travel Care with loaded vehicles Training for bus operatives	Clerk / Administrative Officer /	
4. Council Procedures						
Important procedures not followed	H	L	A	Qualified Clerk / RFO Training Well communicated responsibilities Job descriptions Feedback	Council Parish Clerk / RFO	
Negligence	H	L	A/G	Vigilance Feedback Disciplinary procedure	Parish Clerk	
Poor behaviour of councillors/staff – reputation damage	H	H	R	Code of conduct understood and followed Bad behaviour challenged Monitoring Officer Disciplinary procedures and policies	ALL	

	Impact	Likelihood	RAG Rating	Mitigation	Responsibility	Notes
5. Data						
Natural Catastrophe	L	M	A/G	Disaster recovery plan in place All data stored off site on UK based cloud storage facility	Parish Clerk	IT SLA contract in place
Theft/Sabotage	L	L	G	Insurance Swift replacement facilitated by use of cloud	Parish Clerk	
Hardware/software failure	M	L	A/G	Support contract in place	Parish Clerk	IT SLA contract in place
Supplier/ISP/Cloud Failure	L	L	A/G	Tendering & contracting procedure ensures only reputable company chosen. Disaster recovery plan. Likelihood very low.	Parish Clerk F&GP Committee	IT SLA contract in place
Website Accessibility and Transparency Compliance	H	M	A/G	Website reviewed annually against WCAG 2.2 AA and Accessibility Regulations; Accessibility Statement published; statutory documentation published per FOI Act and Transparency Code.	Parish Clerk	Independent accessibility audit every 3 years
Use of Personal Email or Devices for Council Business	H	M	A/G	Council-issued email accounts used exclusively; IT Policy covers personal/authority equipment; dual authorisation retained for sensitive actions.	Parish Clerk/RFO	IT Policy to be adopted 2025 in line with Assertion 10
Data Protection & GDPR Compliance	H	M	A/G	GDPR/Data Protection training for councillors and staff; Data Audit reviewed annually; policies updated in line with Data Protection Act 2018. Mandatory GDPR training for all staff to be refreshed every 2 years.	Parish Clerk/RFO/Admin Assistant	
Freedom of Information (FOI) Training	M	M	A/G	FOI training provided to staff to ensure correct handling of requests; aligned with GDPR/Data Protection compliance; refresher training every 2 years.	Parish Clerk/RFO/Admin Assistant	Training records maintained; included in induction for all new staff

	Impact	Likelihood	RAG Rating	Mitigation	Responsibility	Notes
Domain/Hosting Security	M	L	G	Council retains ownership of website domain and hosting; renewals tracked; secure hosting and SSL certificates in place.	Parish Clerk/IT Support	
6. Personnel						
Loss of staff member	H	M	A/G	Recruitment procedures in place ensure correct person chosen for the job Grievance procedure National Joint Council contract and conditions apply. Training provided	Parish Clerk/Council	
7. Procurement						
	M	L	A/G	Council has updated finance regs in order to comply with legislation. All changes to current supplier bank details to be checked by phone call and verified by 2 staff members. Bank details for new suppliers to be checked by phone call and verified by 2 members of staff.	Council/Parish Clerk	

Key: **Impact:** Low, Medium, High **Likelihood:** Low, Medium, High **RAG rating:** Amber/Green/Red

Note: All **red bold text** indicates new 2025 updates for Assertion 10 compliance.