



# DISLEY PARISH COUNCIL

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**Councillors are summoned to the Council Meeting to be held on 11<sup>th</sup> December 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: 5<sup>th</sup> December 2025

1. To receive and approve any Apologies for Absence.
2. To receive any declarations of Disclosable Pecuniary Interests (DPI), Personal Interests or Prejudicial Interests as defined in the Member Code of Conduct.
3. To approve as a correct record the minutes of the Parish Council meeting held on 13<sup>th</sup> November 2025.
4. 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](#).
5. To receive a report from the Chair.
6. To receive Cheshire East Councillor's Report.
- 7. Budget/Precept/Reserves**
  - a) To note the report provided by the RFO and the recommendations provided within the report.
  - b) To consider approval of the proposed budget.
  - c) To consider approval of the proposed precept based on the 2026-27 tax base of 2,086.25 Band D properties, an increase of 12.86 Band D properties on the 2025-26 tax base.
  - d) To consider approval of the reserves for 2026-2027.
- 8. Finance**
  - a) To note the Finance Report M7 provided by the RFO.
  - b) To note the report from the RFO following changes to the Financial Services Compensation Scheme and to approve the recommendations contained within the report.

- c) To retrospectively approve the payment approval list dated 4<sup>th</sup> November 2025.
- d) To retrospectively approve the interim payment approval list dated 21<sup>st</sup> November 2025.
- e) To approve the payment approval list dated 2<sup>nd</sup> December 2025.

**9. Internal Audit (Interim)**

- a) To receive and note the interim internal audit report following the audit conducted on 6<sup>th</sup> November 2025 by JDH Business Services, attended by S Allen (Parish Clerk) and J O’Donoghue (Finance Officer).
- b) To approve the recommendations outlined in the report and the corresponding actions being undertaken in response.

**10. IT Policy**

- a) To note the report provided by the RFO
- b) To approve the IT Policy, updated to incorporate Assertion 10 on the AGAR and based on the revised model policy issued by NALC on 12th November 2025.

**11. Website**

- a) To receive and note the report from the RFO regarding the quotations obtained from parish council website providers, together with the recommendations contained within the report.
- b) To consider the recommendations and appoint a contractor to develop and maintain a parish council website compliant with the Web Content Accessibility Guidelines (WCAG) 2.2 AA standard.

12. To note the allotment inspection report dated 4<sup>th</sup> November 2025.

13. To note minutes of events team meeting on 3<sup>rd</sup> November 2025.

14. To note minutes of the community bus team meeting on 21<sup>st</sup> November 2025.

15. To note that the listed telephone kiosk will be painted by BT next year.

16. To agree the price increases for hire of the Community Hall as follows:

Daytime	From	To
Without Kitchen	£10 per hour	£12 per hour
With Kitchen	£13 per hour	£15 per hour

Evening	From	To
Without Kitchen	£13 per hour	£15 per hour
With Kitchen	£16 per hour	£18 per hour

17. To consider and approve the advancement of the tree survey, noting that four quotations were sought but only two quotations have been obtained due to the specialised nature and extent of the work involved.

18. To consider and approve continuing the broadband service with BT and proceeding with an upgrade, noting that no alternative quotations have been sought due to BT's established knowledge of the parish council's needs.
19. To consider and approve granting Parish Council staff leave on Christmas Eve, 24<sup>th</sup> December, in recognition of the holiday period.
20. To consider and approve the proposed schedule of council meeting dates for the coming year, to include the Annual Parish Meeting.
21. To receive any updates, if available, on the Adlington New Town proposals.
22. To receive a verbal report from Councillors from the public meeting regarding the 1,000 houses proposed in High Lane as set out in the Stockport Local Plan and discuss actions.
23. To note the newly published decision in regards to the A6 Disley AQMA Revocation by Cheshire East, received by Cllr. Adams on 1<sup>st</sup> December.
24. To consider and agree the proposal to backdate one salary point for four staff members to 1<sup>st</sup> April 2025.
25. To defer review of project groups until the January meeting.
26. To note the updates from the Projects Teams.
27. To note a further enquiry regarding the potential sale of land at the Dam and to note that a letter has been sent confirming the Council's policy of no land sales.
28. To note PCSO discussions and letters as listed below:
  - a) Letter to Martin Smith, Panel Support Officer, from the Police and Crime Commissioner – 18<sup>th</sup> November 2025
  - b) Commissioner's statement made to the Police and Crime Panel – 21<sup>st</sup> November 2025
  - c) Letter from Police and Crime Panel to Commissioner – 28<sup>th</sup> November 2025
  - d) Online survey being circulated by PCSOs, which they wish to be sent to as many public outlets as possible. <https://www.surveymonkey.com/r/BB66P3D> <https://www.surveymonkey.com/r/TNWHPFC>

29. a) To consider the following applications received

Reference	Address	Details	COMMENTS
25/3911/L BC	Woodend, Strines Road, Disley, Stockport, Cheshire East, SK6 7GY	Listed building consent for proposed replacement of the existing sash windows with newly bespoke manufactured ones that replicate the current and original style and design of the building.	Deadline 04/12/25 – extension to 15/12/25 requested

<b>25/4321/ VOC</b>	Old Lady House, 68 Jacksons Edge Road, Disley SK12 2JR	Variation of condition 4 - Public Rights of Way management on application	Deadline 05/12/25 – extension to 15/12/25 requested
<b>25/4452/ HOUS</b>	4 Hilton Road, Disley SK12 2JU	Retention of outbuilding used as incidental to the enjoyment of the dwellinghouse	Deadline 16/12/25
<b>25/4488/ HOUS</b>	25 Chantry Road, Disley SK12 2BE	Two storey side extension over existing garage, single storey rear extension, front porch and part garage conversion.	Deadline 18/12/25
<b>25/4356/ HOUS</b>	Old Lady House, 68 Jacksons Edge Road, Disley SK12 2JR	Retrospective application for retention of boundary fencing, sliding access gate and raising height of stone pillars.	Deadline 19/12/25
<b>25/4549/ HOUS</b>	6 Sherbrooke Road, Disley SK12 2ED	Two storey extension over existing rear extension and single storey rear extension.	Deadline 24/12/25

a) To note the following application decisions made by CEC

<b>Decisions</b>			
<b>25/2100/ HOUS</b>	Old Lady House, 68 Jacksons Edge Road, Disley, SK12 2JR	Erection of two storey extensions to the front and rear elevations, alterations to windows and doors, installation of Juliet balconies, erection of dormers to the front roof slope and the rear roof slope, and external render	Granted subject to 9 conditions

<b>25/3168/F UL</b>	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.	Granted subject to 6 conditions
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**30. Close of Meeting**

**Cheshire East Councillor Report November 2025 for Disley Parish Council**

## Summary of Issues Raised by Residents November 2025

Bin Collections	3
Healthcare	1
Highways Improvements	2
Highways	6
Flooding	1
Parking	1
Green Bin charge	1
Leaves	1
Other	3
Total	19

**Highways**

It would be helpful if residents could continue to report blocked gulleys, and any other highways issues on traCE. This is the replacement for Fix My Street in Cheshire East. I receive a weekly report of all issues reported on traCE in Disley ward.

I attended a Highways Members Engagement Event in Macclesfield on 25<sup>th</sup> November. I discussed various issues relating to Disley and Newtown.

The work on the B5470 Whaley Bridge to Macclesfield road commenced in October and is currently on schedule. It is anticipated that this road will re-open in March 2026. Once the B5470 re-opens, work on the A6 between Redhouse Lane and the Memorial Garden (Buxton Road West) will be able to be scheduled. This includes repairs to the road surface and re-lining. The bottom of Buxton Old Road will be repaired at the same time.

I have been assured that the delayed repairs to the surface of the B6101 Strines Road will be done. I shall continue to chase this work.

I discussed a resident request for road safety improvements in Newtown. The suggestions made were for a reduction of the speed limit from 40mph to 30mph, safety barriers and a pedestrian crossing. Today I received the following response from Cheshire East:

*Thank you for your request for Speed Management Measures on A6 Buxton Road (Disley to Newtown). The Council will consider your request against the Speed Management Strategy that was approved by the Highways and Transport Committee in 2022, the next steps are:*

- *Your request will be logged and checked against other requests.*
- *Cheshire East Highway's Road Safety Team will consider and review the site, the first step in the review process is a desktop evaluation of the location to develop a priority score. Where possible, for high scoring sites, a high-level indicative cost for the suspected solution will be developed to help prioritisation. Resources permitting, this is expected to be undertaken within 1 month of receipt of the enquiry.*
- *In reviewing your request, the team will work with partner organisations to assess any issues in the locality.*
- *If the location/s would benefit from educational or enforcement measures, one of the team will contact you.*
- *You will be notified of the outcome of the assessment including if it is being considered for future funding.*

- *Requests for speed management measures are prioritised for funding across the Borough annually for development.*
- *Upon prioritisation, further investigations will be undertaken to understand the measures to be introduced and revise the likely costs.*
- *The measures that may be introduced could range from signing and lining to amendments to the road layout. This wide range of solutions will dictate the feasibility and affordability of any proposals within the available budgets.*
- *If sites are then identified as feasible and selected for funding, they will be included in the following year's annual works programme and key stakeholders will be kept informed throughout the process, this may include any statutory consultation that is required to implement.*

*Safety barriers are usually used on high-speed roads (typically 50mph or higher) to prevent vehicles from leaving the road and hitting a roadside object that would cause injury to those in the vehicle. They are not intended to prevent vehicles striking pedestrians walking on a footway immediately behind the barrier, as the barriers move backwards when struck. Alternative barriers, such as pedestrian guiderail, are intended to prevent pedestrians crossing the road where it's not safe to cross. They would not stop a vehicle from hitting a pedestrian behind the guiderail. The footway is also too narrow in the location suggested to fit either a safety barrier or pedestrian guiderail and leave sufficient space behind for pedestrians to walk.*

*We regularly receive requests for new pedestrian crossings. We will assess your proposed location in accordance with the current Crossing Facilities Strategy. If the assessment concludes that a pedestrian crossing is required, your request will be added to our list of locations to be prioritised against other locations to form a future works programme. However, please be aware that our current programme for this financial year has already been finalised. We are unable to provide a specific timeframe for when your location may be addressed in a future programme of works due to current budget pressures.*

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.

### **Car Parks**

Note that users of the Northern car parking spaces at Disley station can pay for parking at the train ticket machine as an alternative to using the app.

### **Stockport Local Plan**

Proposals for 1,000 homes at High Lane on land either side of the A6 which was formerly green belt are likely to adversely impact Disley residents in terms of road congestion and pressure on existing infrastructure. I attended the public meeting organised by the High Lane Village Neighbourhood Forum on Saturday 22 November. I am planning to respond to the Stockport Local Plan consultation and recommend that Disley and Newtown residents also consider responding to the consultation. The closing date is the 21<sup>st</sup> December. This is an agenda item at the Disley Parish Council meeting.

### **Adlington New Town**

There are two notices of motion on the agenda for the Cheshire East Full Council Meeting on 10<sup>th</sup> December relating to Adlington New Town.

Sue Adams

3rd December 2025

## Disley Parish Council

### Budget Recommendations Report 2026–27

Date of Meeting: 11/12/2025

Report By: Jo O'Donoghue (RFO)

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#### 1. Summary

The proposed 2026–27 budget forecasts total income of £263,502, an increase largely driven by:

- A 5% increase to the Precept
- Higher estimated income from rentals (especially land rentals)
- Revised community centre recharge income
- Adjusted EV charge point revenues

Expenditure shows significant increases, particularly in salaries, which rise to £160,983, reflecting consolidation of all salary-related codes and anticipated annual increases.

The overall recommendations focus on financial stability, realistic income projections, and adequate provision for inflation and staffing costs.

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#### 2. Income Review and Recommendations

##### 2.1 Precept (Budget: £214,921)

A 5% uplift results in a Band D precept of £103, an increase of £4.30 per year (0.8p per week).

**Recommendation:**

Approve the 5% increase as it maintains service levels while keeping the individual burden low.

## 2.2 Rental Income (Budget: £11,151)

Driven mainly by an increase in land rental income to £9,551. Income trends show receipts typically falling late in the year, matching this projection.

### **Recommendation:**

- Accept revised projections, but review rental agreements and index-link where appropriate to ensure continued consistency with inflation.
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## 2.3 Community Transport (Budget: £8,350)

Following review meetings (31/10/25), projections have been refined based on detailed analysis.

Notable adjustments include:

- Fares reduced slightly to £5,500
  - Passenger contributions increased to £1,080
- Recommendation:
- Monitor expenditure/income balance throughout the year as cost pressures on transport services continue to rise.
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## 2.4 Other Income (Budget: £4,900)

EV Chargepoint income projected at £4,600 (increased on prior budget).

### **Recommendation:**

- Continue to monitor usage patterns; consider exploring tariff review opportunities if operational costs rise.
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## 2.5 Community Centre Income (Budget: £22,500)

Stable hire charges with an increased recharge from CEC.

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**Recommendation:**

- Explore opportunities to increase utilisation rates—local organisations, clubs, training providers—without compromising community accessibility.
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## **2.6 Investment and Banking Interest (Budgets: generally maintained at current year estimates)**

Interest income remains relatively small but stable.

**Recommendation:**

- Maintain current projections but explore investment optimisation where risk is minimal and return improves.
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## **3. Expenditure Review and Recommendations**

### **3.1 Salaries Including Pensions (Budget: £160,983)**

The most significant cost increase. All salaries are combined into a single code with:

- Average cost to employer: £11,500/month
- 4% annual increase incorporated

**Recommendation:**

- Approve, as this provides transparency and aligns with expected staffing costs.
  - Conduct annual staffing structure review to ensure cost-effectiveness and role clarity.
- 

### **3.2 Staffing Expenses (Budget: £4,450)**

Includes increased training & recruitment (£2,000) and payroll admin costs.

**Recommendation:**

- Support the increase in training investment, recognising benefits to operational capability.
- Review payroll administration contract for value for money.

**3.3 General Administration (Budget: £23,980)**

Key changes include:

- Telephone & Broadband increasing significantly to £2,500
  - Stable costs in stationery, software, photocopying
  - Newsletter cost reduced slightly
- Recommendation:
- Investigate telecoms cost drivers; potential for contract renegotiation.
  - Ensure the insurance estimate within this category reflects market conditions and asset values.
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**4. Overall Budget Position**

Income: £263,502

Total Key Expenditure (partial extract):

- Salaries: £160,983
- Staffing Expenses: £4,450
- General Administration: £23,980

Financial Stability Assessment:

- Income growth is largely dependent on the precept and modest increases in other areas.
  - Expenditure growth is driven primarily by staffing costs.
  - The budget appears balanced but tight, leaving limited room for unexpected costs unless reserves are utilised.
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## 5. Reserves

A review of the Council's reserves shows an indicated overall increase from £130,063.31 at the start of 2025–26 to £145,232.56 at the start of 2026–27, representing a net rise of approximately £15,169 in total reserves.

### Key Movements in Individual Reserves

Most reserve lines remain unchanged year-on-year, indicating stable earmarked commitments. However, the notable increases occur in:

- **Working Capital:**  
Increased from £44,061.00 to £53,730.00, reflecting increase in proposed precept
- **Community Bus:**  
Increased from £18,000.00 to £24,000.00

These increases account for the bulk of the overall rise in reserves.

All other reserves—including operational reserves, community grants, allotment deposits, and working balance reserves—remain constant between the two financial years.

### Working Capital and Precept Consideration

Any increase in the Council's precept would automatically require a corresponding increase in the working capital requirement, calculated as 25% of the new precept level.

This principle ensures that working balances remain proportionate to annual operational needs and financial risk.

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## 6. Recommendations for Council Approval

1. Approve the 5% precept increase to support rising operational and staffing costs.
2. Endorse salary consolidation and updated staffing cost projections, with the caveat of a structural review.
3. Adopt adjusted rental and transport income projections, ensuring ongoing monitoring.

4. Support increased training allocation to improve service resilience and staff capability.
5. Approve reserves to ensure sufficient contingency for inflationary pressures or unforeseen infrastructure costs.

APPENDIX A - BUDGET

Budget code	Description	Actual income/expenditure 2024/2025	2025/2026 Budget	2026/2027 Budget	Notes
<b>INCOME</b>					
110	Precept	£176,245.00	£204,687.00	£214,921.00	5% increase = £214,921 so precept per Band D = £103, an increase of £4.30 per year (0.8p/week) on previous year precept per Band D of £98.72
120	VAT reclaimed		£0.00	£0.00	Unknown quantity. All budget figs exc VAT. VAT should not be counted as income for budget purposes.
125	Grant Awards	£0.00	£0.00	£0.00	
130	Rental Income	£7,764.12	£8,150.00	£11,151.00	Estimate year end based on current income.
130/1	Land Rental	£6,190.00	£6,550.00	£9,551.00	It was observed that most of the income is typically received towards the end of the financial year, and the current total of £6,550 aligns with projections. Change to £9,551 requested by JP 4/12.
130/2	Allotment Rental	£1,574.12	£1,600.00	£1,600.00	
135	Petty Cash Replenishment	£0.00	£0.00	£0.00	
140	Community Transport	£6,489.03	£8,513.00	£8,350.00	SA and HR met 31/10/2025 to look at the income and expenditure in more detail and the figures reflect this.
140/1	Fares	£3,703.62	£5,800.00	£5,500.00	
140/2	Other Income	£610.00	£450.00	£375.00	
140/3	Bus Hire	£449.20	£0.00	£280.00	7 trips @ £40 (GOM / GN)
140/4	Membership Fees	£15.00	£15.00	£15.00	
140/5	Membership Fees Group	£0.00	£0.00	£0.00	
140/6	Passenger Contributions	£802.56	£1,000.00	£1,080.00	
140/7	Deposit	£0.00	£0.00	£0.00	
140/8	Shop and Ride Fares	£908.65	£1,248.00	£1,100.00	52 wks x 8 people average
150	Other Income	£7,516.82	£3,160.00	£4,900.00	Estimate year end based on current income.

<i>Budget code</i>	<i>Description</i>	<i>Actual income/expenditure 2024/2025</i>	<i>2025/2026 Budget</i>	<i>2026/2027 Budget</i>	<i>Notes</i>
150/3	Parish Map Sales	£76.00	£90.00	£0.00	
150/4	Other Income	£1,272.63	£0.00	£0.00	
150/5	Sale of Assets	£50.00	£0.00	£0.00	
150/6	Newsletter advert	£200.00	£0.00	£200.00	
150/7	Photocopying	£132.85	£70.00	£100.00	
150/8	Equipment hire	£110.00	£0.00	£0.00	
150/9	EV Chargepoint income	£5,675.34	£3,000.00	£4,600.00	
<b>190</b>	<b>Bank Interest</b>	<b>£738.86</b>	<b>£400.00</b>	<b>£400.00</b>	Estimate year end based on current income.
<b>191</b>	<b>Investment Account Interest</b>	<b>£1,136.32</b>	<b>£100.00</b>	<b>£100.00</b>	Estimate year end based on current income.
<b>192</b>	<b>Long-term Investments Interest</b>	<b>£1,003.32</b>	<b>£750.00</b>	<b>£750.00</b>	Paid at year end
<b>193</b>	<b>Nationwide BS Interest</b>	<b>£4,774.71</b>	<b>£420.00</b>	<b>£420.00</b>	Paid at year end
<b>194</b>	<b>PayPal Account Cashback Bonus</b>	<b>£802.00</b>	<b>£10.00</b>	<b>£10.00</b>	
<b>195</b>	<b>Cambridge B.S. Year-end adjustment</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
<b>200</b>	<b>Community Centre</b>	<b>£23,553.39</b>	<b>£20,500.00</b>	<b>£22,500.00</b>	
200/1	Hire Charges	£17,623.62	£16,500.00	£16,500.00	£16,500 advised by JP 4/12
200/2	CEC Recharge	£5,929.77	£4,000.00	£6,000.00	£6,000 advised by JP 4/12
200/3	Other Income	£0.00	£0.00	£0.00	
	<b>TOTAL INCOME</b>	<b>£230,023.57</b>	<b>£246,690.00</b>	<b>£263,502.00</b>	

Budget code	Description	Actual income/expenditure 2024/2025	2025/2026 Budget	2026/2027 Budget	Notes
<b>EXPENDITURE</b>					
<b>215</b>	<b>Salaries Inc Pensions (inc CC Supervisor)</b>	<b>£123,358.00</b>	<b>£101,501.82</b>	<b>£160,983.00</b>	Year end based on to date plus average £11,500/mnth cost to employer (EmployersSummarySheet). Next year based on average £11,500/month plus annual increase of 4%. <b>All salaries to be combined in 1 code which will result in a total salary bill of £160,983 to include CC Supervisor</b>
<b>220</b>	<b>Staffing Expenses</b>	<b>£2,609.36</b>	<b>£2,575.00</b>	<b>£4,450.00</b>	Estimate based on current exp.
220/2	Travel Expenses	£227.20	£75.00	£200.00	
220/3	Training & Recruitment	£617.05	£800.00	£2,000.00	
220/4	Workwear & PPE	£771.61	£750.00	£750.00	
220/5	Payroll Administration Fees	£993.50	£950.00	£1,500.00	
<b>225</b>	<b>General Administration</b>	<b>£24,569.71</b>	<b>£21,905.00</b>	<b>£23,980.00</b>	Estimate based on current exp plus est insurance cost
225/1	Office Equipment	£686.67	£100.00	£200.00	
225/2	Telephone & Broadband	£1,929.15	£750.00	£2,500.00	
225/3	Postage	£142.85	£125.00	£50.00	
225/4	Stationery	£239.09	£300.00	£300.00	
225/5	Photocopier Charges	£680.69	£600.00	£680.00	
225/6	Computer Software & Support	£1,989.92	£1,400.00	£1,400.00	
225/7	Parish Newsletter	£2,630.00	£3,300.00	£3,000.00	
225/8	Village Guide	£0.00	£0.00	£0.00	
225/9	Subscriptions	£1,800.66	£2,000.00	£2,100.00	
225/11	Councillor Expenses	£0.00	£50.00	£50.00	
225/12	Sundry Items	£217.37	£200.00	£100.00	
225/13	Chairman's Allowance	£750.00	£750.00	£750.00	
225/14	Audit Fees	£1,743.00	£1,400.00	£1,800.00	
225/15	Insurance (excl C/Centre)	£3,410.77	£4,000.00	£4,500.00	<b>Advised by JP to increase from £4,000 to £4,500 4/12</b>
225/16	Professional Services/Fees	£2,856.91	£500.00	£200.00	Professional fees 2024-25 inc services of ex-clerk
225/17	Website Costs	£427.63	£250.00	£250.00	2024-25 figs included PayPal and possibly wrongly recorded.

<b>Budget code</b>	<b>Description</b>	<b>Actual income/expenditure 2024/2025</b>	<b>2025/2026 Budget</b>	<b>2026/2027 Budget</b>	<b>Notes</b>
225/18	Office Cleaning	£115.00	£130.00	£100.00	2024-25 fig for window cleaning. Other costs included under Comm Centre figs
225/20	Council Office expenses	£0.00	£50.00	£0.00	
225/21	Media services	£4,950.00	£6,000.00	£6,000.00	2024-25 LC. Media services include updating website. With new website with admin access this cost could be reduced if the PC takes on role of uploading essential docs.
<b>230</b>	<b>Street Lighting</b>	<b>£2,223.80</b>	<b>£2,000.00</b>	<b>£2,000.00</b>	Est based on current expenditure. 2026 inc 5% increase.
230/1	Energy	£2,223.80	£1,500.00	£1,500.00	
230/2	Maintenance and Upgrade	£0.00	£500.00	£500.00	
<b>231</b>	<b>Streetlighting - Capital Expenditure</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
<b>240</b>	<b>Allotments</b>	<b>£512.83</b>	<b>£500.00</b>	<b>£500.00</b>	Est based on current expenditure.
<b>260</b>	<b>Parish Maintenance</b>	<b>£3,915.00</b>	<b>£5,000.00</b>	<b>£8,000.00</b>	<b>Budget reduced with intro of sep Tree Maintenance budget JP 4/12.</b>
<b>261</b>					

<i>Budget code</i>	<i>Description</i>	<i>Actual income/expenditure 2024/2025</i>	<i>2025/2026 Budget</i>	<i>2026/2027 Budget</i>	<i>Notes</i>
262	Tree Maintenance	£900.00	£5,500.00	£12,000.00	Code changed to Tree Maintenance with £12,000 budget JP 4/12
265	Church Grounds Maintenance	£1,400.00	£1,400.00	£1,400.00	
270	Land Administration	£1,500.00	£1,500.00	£1,500.00	Est based on previous year.
280	Playground Upkeep	£1,445.89	£7,750.00	£2,500.00	Est based on current expenditure.
280/1	Newtown	£1,070.26	£6,000.00		
280/2	Arnold Rhodes	£222.63	£1,500.00		
280/3	Ballcourt	£153.00	£250.00		
281	Play Area & Playing Fields Capital Expenditure	£176.25	£20,000.00	£20,000.00	Based on previous year
282	Newtown Improvements	£0.00	£5,000.00	£0.00	
290	Community Grants	£0.00	£1,500.00	£1,000.00	
300	Community Transport	£8,824.70	£5,990.00	£6,215.00	Reserve increased by £3K in 2025, further £3K to be added to reserves 2026. SA and HR met 31/10/2025 to look at the income and expenditure in more detail and the figures in the 2026/2027 budget reflect this.
300/1	Fuel	£1,387.51	£1,700.00	£1,600.00	
300/2	Insurance	£1,667.30	£1,750.00	£1,750.00	
300/3	Road Tax	£345.00	£360.00	£380.00	
300/4	Maintenance	£4,998.89	£1,000.00	£600.00	
300/5	MOT	£58.00	£0.00	£60.00	
300/6	Breakdown Cover	£0.00	£0.00	£0.00	Included in insurance
300/7	Tyres	£0.00	£400.00	£90.00	Assume 1 tyre
300/8	Safety Inspections	£146.00	£250.00	£255.00	5 per annum
300/9	S19 Permit	£11.00	£120.00	£120.00	Included in gen subs 2025/26
300/10	Admin/Training Costs	£171.00	£350.00	£800.00	10 drivers due in 2026/27
300/11	Volunteer Expenses	£40.00	£60.00	£60.00	
300/12	Repairs	£0.00	£0.00	£500.00	New door mirror 2025/26
310	Ranger Vehicle	£2,045.07	£2,550.00	£2,500.00	Est based on current exp
310/1	Fuel	£599.10	£650.00		

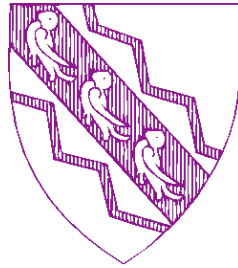
Budget code	Description	Actual income/expenditure 2024/2025	2025/2026 Budget	2026/2027 Budget	Notes
310/2	Insurance	£699.22	£750.00		
310/3	Road Tax	£335.00	£350.00		
310/4	Maintenance	£361.75	£500.00		
310/5	MOT	£50.00	£50.00		
310/6	Breakdown Cover	£0.00	£0.00		
310/7	Tyres	£0.00	£200.00		
310/8	Sundry Expenses	£0.00	£50.00		
<b>350</b>	<b>Electric Vehicle Chargepoints</b>	<b>£0.00</b>	<b>£100.00</b>	<b>£200.00</b>	Est based on current exp
<b>400</b>	<b>Community Centre</b>	<b>£19,537.07</b>	<b>£23,250.00</b>	<b>£20,000.00</b>	Est based on current exp plus 5%. <b>JP &amp; SA to meet to discuss and look at budget in more detail. No further update 4/12.</b>
400/1	C/Centre Business Rates	£0.00	£0.00		
400/2	C/Centre Insurance	£0.00	£1,000.00		
400/3	C/Centre Maintenance	£4,732.31	£2,000.00		
400/4	C/Centre Licences	£595.90	£500.00		
400/5	C/Centre Gas	£2,634.32	£3,100.00		
400/6	C/Centre Electricity	£7,978.59	£6,000.00		
400/7	C/Centre Water Charges	£874.29	£450.00		
400/8	C/Centre Admin Costs	£0.00	£0.00		
400/9	C/Centre Cleaning Materials	£659.87	£500.00		
400/10	C/Centre Trade Waste	£2,061.79	£2,200.00		
400/11	Hire Charge Refunds	£0.00	£0.00		
400/12	Library Grant to CEC	£0.00	£7,500.00	<b>£7,260.00</b>	The total weekly cost for the SLA/Librarian (NICSCP17) working 3.5 hours is £139.23, which includes £79.67 for regular hours, £39.84 for premium hours, and £19.72 for sickness or annual leave cover. This results in an annual cost of £7,259.83.
<b>401</b>	<b>Building Supervisor Salary &amp; Pension</b>	<b>£21,823.04</b>	<b>£21,000.00</b>		<b>Salary code to be combined with code 215. It will still be possible to track the expenditure to the Community Centre.</b>
<b>405</b>	<b>Community Centre Capital Exp.</b>	<b>£4,889.80</b>	<b>£30,000.00</b>	<b>£6,000.00</b>	Based on previous year

<i>Budget code</i>	<i>Description</i>	<i>Actual income/expenditure 2024/2025</i>	<i>2025/2026 Budget</i>	<i>2026/2027 Budget</i>	<i>Notes</i>
410	Community Transport - Capital expenditure	£0.00	£0.00	£0.00	
420	Bank Charges	£35.13	£50.00	£250.00	Est based on current exp
500	Hanging Baskets	£3,822.95	£5,000.00	£4,500.00	Current plus contingency. <b>Advised by JP to decrease from £5,000 to £4,500 4/12</b>
600	Village Events	£11,044.68	£9,950.00	£11,350.00	Based on budget (events not yet held)
600/3	Christmas Extravaganza	£9,042.41	£8,000.00	£10,000.00	<b>Advised by JP to reduce from £12,000 to £10,000 4/12</b>
600/4	Other Village Events	£646.52	£600.00	£0.00	
600/5	Civic Sunday	£420.00	£400.00	£400.00	<b>Advised by JP £400 4/12</b>
600/6	Litter Picks	£125.75	£50.00	£50.00	
600/7	Remembrance Sunday	£810.00	£900.00	£900.00	
660	CCTV Contribution	£4,170.23	£4,170.00	£4,170.00	Based on budget
	<b>TOTAL EXPENDITURE</b>	<b>£212,810.24</b>	<b>£246,521.82</b>	<b>£288,328.00</b>	
	<b>INCOME TOTAL</b>	<b>£230,023.57</b>	<b>£246,690.00</b>	<b>£263,502.00</b>	

**NOTES:** Remove 670 NP, 700 & 160 Warm Places, 401 Bld Supervisor, 262 changed to Tree Maintenance and Grounds Maintenance inc with Parish Maintenance in 260.

## Reserve Status

	01/04/25	01/04/26
Capital expenditure		
Community Centre Development	£16,895.20	£16,895.20
Operational Reserve		
Community Transport - Ops Fund	£1,774.76	£1,774.76
Allotment Deposits	£1,300.95	£1,300.95
Community Grants	£749.61	£749.61
25% of Precept		
Working Balance Reserve	£44,061.00	£53,730.00
(Proceeds from sale of 19 BOR)		
Unallocated Capital Expenditue	£23,131.73	£23,131.73
Election/Referendum Reserve	£10,000.00	£10,000.00
Community Bus	£18,000.00	£24,000.00
ImprovementsReserve		
Newtown Playing Fields	£2,271.97	£2,271.97
Improvement Reserve		
Arnold Rhodes Playing Fields	£5,320.98	£5,320.98
Cheshire East Volunteer Coordination Point Grant IT and unrestricted spend	£2,639.44	£2,639.44
Cheshire East Connected Communities Centre Grant	£3,417.67	£3,417.67
Warm Places Initiative	£500.00	£0.00
Disley Village Defibrilator Fund	£0.00	£0.00
	£130,063.31	£145,232.56
	£130,063.31	£145,232.56



# DISLEY PARISH COUNCIL

## Finance Report M7

Dated: 24/11/2025

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

This report presents the Financial Statement as of 31<sup>st</sup> October 2025

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## Contents

1. Cashbook Report from 1/10/2025 to 31/10/2025
2. Comparison Report from 1/10/2025 to 31/10/2025

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Minute ref: \_\_\_\_\_

# Financial Statement - Cashbook

Statement of receipts and payments between 01/10/25 and 31/10/25 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
<b>Total</b>	<b>£227,200.63</b>

Balances at start of period

## Ordinary Accounts

Petty Cash	£200.00
RBS Current A/C + High Int. A/C	£111,942.94

## 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
<b>Total</b>	<b>£330,977.59</b>

RECEIPTS	Net (£)	Vat (£)	Gross (£)
Council			
110 Precept	0.00	0.00	0.00
120 VAT reclaimed	0.00	0.00	0.00
125 Grant Awards	0.00	0.00	0.00
130 Rental Income	2,000.00	0.00	2,000.00
135 Petty Cash Replenishment	0.00	0.00	0.00
140 RESERVE - Community Transport	647.33	6.67	654.00
150 Other Income	231.26	40.64	271.90
160 Warm Places Initiative	0.00	0.00	0.00
190 Bank Interest	0.00	0.00	0.00
191 Investment Account Interest	86.89	0.00	86.89
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	2,641.17	0.00	2,641.17
<b>Council Total</b>	<b>5,606.65</b>	<b>47.31</b>	<b>5,653.96</b>
<b>Total Receipts</b>	<b>5,606.65</b>	<b>47.31</b>	<b>5,653.96</b>

PAYMENTS	Net (£)	Vat (£)	Gross (£)
Council			
215 Salaries Inc Pensions	12,015.62	0.00	12,015.62
220 Staffing Expenses	643.25	128.65	771.90
225 General Administration	1,225.60	226.18	1,451.78

# Financial Statement - Cashbook

Statement of receipts and payments between 01/10/25 and 31/10/25 inclusive. This may include

230 Street Lighting	258.00	11.40	269.40
231 Streetlighting - Capital Expenditure	0.00	0.00	0.00
240 Allotments	217.29	0.00	217.29
260 Parish Maintenance	5.14	1.03	6.17
262 Grounds Mainenance	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	661.20	24.24	685.44
310 Ranger Vehicle	54.26	10.85	65.11
350 Electric Vehicle Chargepoints	0.00	0.00	0.00
400 Community Centre	1,135.02	148.16	1,283.18
401 Building Supervisor Salary	1,921.75	0.00	1,921.75
405 RESERVE - Community Centre Capital Exp.	4,012.00	802.40	4,814.40
410 RESERVE - Community Transport - Capital expenditure	0.00	0.00	0.00
420 Bank Charges	4.14	0.00	4.14
500 Hanging Baskets	0.00	0.00	0.00
600 Village Events	43.80	0.00	43.80
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	22,197.07	1,352.91	23,549.98
Total Payments	22,197.07	1,352.91	23,549.98

Closing Balances

## Ordinary Accounts

Petty Cash	£200.00
RBS Current A/C + High Int. A/C	£94,046.92
	<u>£94,246.92</u>

## 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
	<u>£218,834.65</u>
Total	<u>£313,081.57</u>

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

# Financial Budget Comparison

Comparison between 01/10/25 and 31/10/25 inclusive. Includes due and unpaid transactions.

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

		2025/2026	Actual Net	Balance
<b>INCOME</b>				
<b>Council</b>				
110	Precept	£204,687.00	£0.00	-£204,687.00
125	Grant Awards	£0.00	£0.00	£0.00
130	Rental Income	£8,150.00	£2,000.00	-£6,150.00
135	Petty Cash Replenishment	£0.00	£0.00	£0.00
140	RESERVE - Community Transport	£8,513.00	£1,037.33	-£7,475.67
150	Other Income	£3,160.00	£463.84	-£2,696.16
160	Warm Places Initiative	£500.00	£0.00	-£500.00
190	Bank Interest	£400.00	£0.00	-£400.00
191	Investment Account Interest	£100.00	£86.89	-£13.11
192	Long-term Investments Interest	£750.00	£0.00	-£750.00
193	Nationwide BS Interest	£420.00	£0.00	-£420.00
194	PayPal Account Cashback Bonus	£10.00	£0.00	-£10.00
195	Cambridge B.S. Year-end adjustment	£0.00	£0.00	£0.00
200	Community Centre	£20,500.00	£2,810.67	-£17,689.33
	<b>Total Council</b>	<b>£247,190.00</b>	<b>£6,398.73</b>	<b>-£240,791.27</b>
	<b>Total Income</b>	<b>£247,190.00</b>	<b>£6,398.73</b>	<b>-£240,791.27</b>



# Financial Budget Comparison

Comparison between 01/10/25 and 31/10/25 inclusive. Includes due and unpaid transactions.

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

		2025/2026	Actual Net	Balance
<b>EXPENDITURE</b>				
<b>Council</b>				
215	Salaries Inc Pensions	£125,000.00	£22,386.96	£102,613.04
220	Staffing Expenses	£2,575.00	£790.25	£1,784.75
225	General Administration	£21,905.00	£1,781.00	£20,124.00
230	Street Lighting	£2,000.00	£258.00	£1,742.00
231	Streetlighting - Capital Expenditure	£0.00	£0.00	£0.00
240	Allotments	£500.00	£217.29	£282.71
260	Parish Maintenance	£5,000.00	£840.55	£4,159.45
262	Grounds Mainenance	£5,500.00	£0.00	£5,500.00
265	Church Grounds Maintenance	£1,400.00	£0.00	£1,400.00
270	Land Administration	£1,500.00	£750.00	£750.00
280	Playground Upkeep	£7,750.00	£0.00	£7,750.00
281	Play Area & Playing Fields Capital Expenditure	£20,000.00	£0.00	£20,000.00
282	RESERVE - Newtown Improvements	£5,000.00	£0.00	£5,000.00
290	RESERVE - Community Grants	£1,500.00	£0.00	£1,500.00
300	RESERVE - Community Transport	£5,990.00	£1,402.70	£4,587.30
310	Ranger Vehicle	£2,550.00	£54.26	£2,495.74
350	Electric Vehicle Chargepoints	£100.00	£0.00	£100.00
400	Community Centre	£23,250.00	£1,261.88	£21,988.12
401	Building Supervisor Salary	£21,000.00	£3,129.36	£17,870.64
405	RESERVE - Community Centre Capital Exp.	£30,000.00	£4,012.00	£25,988.00
410	RESERVE - Community Transport - Capital expenditure	£0.00	£0.00	£0.00
420	Bank Charges	£50.00	£0.00	£50.00
500	Hanging Baskets	£5,000.00	£0.00	£5,000.00
600	Village Events	£9,950.00	£1,203.80	£8,746.20
660	CCTV Contribution	£4,170.00	£0.00	£4,170.00
670	RESERVE - Neighbourhood Plan	£1,000.00	£0.00	£1,000.00
700	Warm Places Initiative	£500.00	£0.00	£500.00
<b>Total Council</b>		£303,190.00	£38,088.05	£265,101.95
<b>Total Expenditure</b>		£303,190.00	£38,088.05	£265,101.95



# Financial Budget Comparison

Comparison between 01/10/25 and 31/10/25 inclusive. Includes due and unpaid transactions.

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

	<b>2025/2026</b>	<b>Actual Net</b>	<b>Balance</b>
Total Income	£247,190.00	£6,398.73	-£240,791.27
Total Expenditure	£303,190.00	£38,088.05	£265,101.95
<b>Total Net Balance</b>	<b>-£56,000.00</b>	<b>-£31,689.32</b>	



## **Update on Financial Services Compensation Scheme (FSCS) Protection Limit**

### **1. Purpose of the Report**

To inform Members of changes to the Financial Services Compensation Scheme (FSCS) deposit protection limit, effective **1 December 2025**, and to outline implications for the Parish Council's banking arrangements.

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### **2. Background**

The FSCS provides compensation to eligible depositors, including local authorities of a certain size, in the event that a UK-authorized bank, building society or credit union fails.

From 1 December 2025, the FSCS deposit protection limit increased from £85,000 to £120,000 per eligible depositor, per authorised financial institution.

Parish councils qualify as "small local authorities" for FSCS purposes and are therefore eligible for this protection. The increase applies in full to councils with an annual income of less than £6.5 million, which includes Disley Parish Council.

This enhanced protection may reduce the need for maintaining multiple bank accounts solely for the purpose of limiting exposure to individual institutions.

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### **3. Implications for the Parish Council**

#### **a. Increased Deposit Protection**

- The Council now benefits from protection up to **£120,000** per financial institution.
- If the Council's total funds remain below this level for any one banking provider, those funds would be fully protected under FSCS rules.

#### **b. Review of Current Banking Arrangements**

- The Council currently (insert current situation—e.g., maintains multiple accounts / holds balances over £85,000 etc.).
- The increase to £120,000 may influence decisions about consolidating accounts, mitigating administrative burdens, or revising the Council's Treasury/Investment Policy.

#### **c. Risk Management**

- While the higher limit enhances financial security, councils should continue to consider diversification of deposits where appropriate, particularly if reserves periodically exceed £120,000 (e.g., during precept receipt periods).

#### **d. Compliance and Governance**

- Noting the change ensures councillors remain aware of the regulatory framework and can make informed decisions on banking and investment arrangements.
- 

### **4. Recommended Actions**

1. To note the increase in the FSCS protection limit from £85,000 to £120,000 effective 1 December 2025.
2. To instruct the RFO to review the Council's current banking and investment arrangements in light of the new limit.

3. To bring a report to a future meeting with any recommendations for changes to account structure, diversification, or the Council's Investment Policy, if required.
- 

#### **5. Decision Required**

Members are asked to note the change and approve the recommended actions listed above.

## Disley Parish Council

## Expenditure transactions - approval list

Start of year 01/04/25

Payment Approval list 04.11.25

No	Payment Reference	Gross	Heading	Invoice date	Details	Payment Reference Total
3249	BACS/1010 25/PAYPAL	£465.45		08/10/25	PAYPAL - Debit Card Account - PayPal replenishment September 2025	£465.45
	1	£21.70	225/6		Councillor emails 24/08/25 - 23/09/25	
	2	£16.95	225/17		Website hosting 25/09/25 - 25/10/25	
	3	£23.00	225/6		Microsoft - sub charges - 24/08/25 - 23/09/25	
	4	£21.00	600/3		Temporary Event Notice - CEC - Christmas Extravaganza	
	5	£22.80	600/3		Parking payment for 3 spaces at CEC station approach c for 4 and 5 December	
	6	£360.00	300/3		Road tax for minibus	
3251	BACS/2410 25/SHERR ATT	£4,814.40	405	15/09/25	Matthew Sherratt & Company - Supply and installation of 2 convector heaters and removal of existing heaters.	£4,814.40
3252	BACS/2410 25/ALLEN	£288.00	400/3	22/10/25	Sarah Allen - 48 mugs for the Community hall	£288.00
3253	005967	£175.61		27/10/25	Petty Cash - Petty Cash replenishment - August, September and October 2025	£175.61
	1	£55.40	225/12		Office supplies	
	3	£26.91	260		Fuel for power tools	
	4	£10.00	300/11		Reimbursement of volunteer driver expenses	
	6	£47.00	300/10			ac
	7	£20.25	260		Waterproof gaffer tape and paintbrushes	
	8	£3.90	600/4		Card and push pins for stand at Disley Show	
	9	£6.05	300/10		Volunteer bus driver training - refreshments	
	10	£6.10	600/6		Refreshments for litter pick	
3254	BACS/3110 25/WATER P	£217.29	240	24/10/25	United Utilities/Waterplus - Hagg Bank allotment - 15.08.25 - 14.10.25	£217.29
3255	BACS/3110 25/WATER P2	£67.84	400/7	10/10/25	United Utilities/Waterplus - Water and wastewater bill - 09.09.25 - 08.10.25	£67.84
3256	DD/291025/ SSE2	£109.80	230/1	29/10/25	SSE Swalec - Electricity - Street lighting - 01.08.25 - 31.08.25	£109.80
3257	DD/291025/ SSE	£696.82	400/6	29/10/25	SSE Swalec - Electricity - 01/09/25 - 30/09/25	£696.82
3258	DD/291025/ BT1	£423.82	225/2	29/10/25	British Telecommunications Plc - Broadband charges - 1 Oct 2025 - 31 Dec 2025	£423.82
3259	DD/291025/ BT2	£160.31	225/2	29/10/25	British Telecommunications Plc - Phone charges (01663 764019) - 1 Oct 2025 - 31 Dec 2025	£160.31

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

# Disley Parish Council

## Expenditure transactions - approval list

Start of year 01/04/25

Payment Approval list 04.11.25

No	Payment Reference	Gross	Heading	Invoice date	Details	Payment Reference Total
3260	DD/281025/ ALLSTAR	£136.91		28/10/25	Allstar - Fuel for community bus and council van	£136.91
	1	£71.80	300/1		Fuel for community bus	
	2	£65.11	310/1		Fuel for council van	
3261	DD/131025/ ALLSTAR	£73.64		13/10/25	Allstar - Fuel for community bus	£73.64
	1	£73.64	300/1		Fuel for community bus	
3262	DD/271025/ BIFFA	£176.74		27/10/25	Biffa Waste Services Ltd - Trade waste services - 27/09/25 - 24/10/25	£176.74
	1	£107.38	400/10		General waste services - 27/09/25 - 24/10/25	
	2	£69.36	400/10		Recycling waste services - 27/09/25 - 24/10/25	
3263	DD/161025/ EDF	£53.78	400/5	16/10/25	EDF Energy (Gas) - Gas charges for period 01/09/25 - 30/09/25	£53.78
3264	BACS/1411 25/PCC	£360.00	600/5	24/10/25	Disley PCC - Catering for Civic Sunday on 19/10/25 - 60 covers at £6.00	£360.00
3266	BACS/1411 25/DSWES T	£459.14		23/10/25	D S West Motors - Service, safety inspection and MOT - 23rd September 2025	£459.14
	1	£356.14	300/4		Service	
	2	£55.00	300/5		MOT - 23/9/25	
	3	£48.00	300/8		Safety inspection - 23/9/25	
3270	DD/301025/ SSE3	£129.62	230/1	30/10/25	SSE Swalec - Electricity - Street lighting - 01.09.25 - 30.09.25	£129.62
3271	BACS/1411 25/BROWN	£900.00	270	10/10/25	The Brown Partnership - Half yearly management charge 01/ 05/25 - 31/10/25	£900.00
3272	BACS/1411 25/CHALC	£25.00	220/3	17/10/25	ChALC (Cheshire Association of Local Councils) - Meetings and procedures training - Sarah Allen 09/10/25	£25.00
3273	BACS/1411 25/COOP	£500.00	225/21	15/10/25	Lauren Coop - September 2025 - media assistance	£500.00
3274	BACS/1411 25/MTC	£144.00	300/4	01/10/25	MTC Services Ltd - Tail lift safety inspection	£144.00
3275	BACS/1411 25/SLCC	£52.90	220/3	09/10/25	SLCC - lthe Clerk's Manual 2023 and delivery	£52.90
3276	BACS/1411 25/SHIRES	£84.00	220/5	30/10/25	Shires Pay Services Ltd - Backpay adjustments - calculation and application of back pay adjustments relating to 2025/26 tax year	£84.00
3277	BACS/1411 25/STEPH EN	£152.24	400/9	22/10/25	Stephensons - Community Centre cleaning materials	£152.24
3278	BACS/1411 25/TAYLO R	£200.00	300/7	17/10/25	Steven Taylor - 2 tyres for minibus	£200.00

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Disley Parish Council

## Expenditure transactions - approval list

Start of year 01/04/25

Payment Approval list 04.11.25

No	Payment Reference	Gross	Heading	Invoice date	Details	Payment Reference Total
3279	BACS/1411 25/TOMLIN	£55.37	260	07/10/25	A H Tomlinson Parbans Ltd - Various items - strimming line, oil, cable ties, tape	£55.37
3281	BACS/1411 25/FARLEY	£1,191.60	600/3	04/11/25	Dave Farley Electrical Ltd - Supply of 24V string lights for Ram Green trees (billed separately from the labour to fit them)	£1,191.60
3282	BACS/1411 25/RBL	£40.00	600/7	04/11/25	Royal British Legion - 2 x poppy wreaths for Remembrance Sunday	£40.00
		£15,692.57			Salaries & Wages	
<b>Total</b>		<b>£27,846.85</b>				

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

**PAYMENT POWERS 5/11/2025**

<b>NO</b>	<b>POWER</b>
3249/1	<i>Local Government Act 1972, s.111</i>
3249/2	<i>Local Government Act 1972, s.111</i>
3249/3	<i>Local Government Act 1972, s.111</i>
3249/4	<i>Local Government Act 1972, s.145</i>
3249/5	<i>Local Government Act 1972, s.145</i>
3249/6	<i>Local Government and Rating Act 1997, s.26–29</i>
3251	<i>Local Government (Miscellaneous Provisions) Act 1976 s.19 &amp; LGA 1972 Section 133</i>
3252	<i>Local Government (Miscellaneous Provisions) Act 1976 s.19 &amp; LGA 1972 Section 133</i>
3253/1	<i>Local Government Act 1972, s.111</i>
3253/3	<i>Local Government (Miscellaneous Provisions) Act 1976 s.19 &amp; LGA 1972 Section 133</i>
3253/4	<i>Local Government and Rating Act 1997, s.26, 28, 29 – Transport Act 1985, s.106A</i>
3253/5	<i>Local Government (Miscellaneous Provisions) Act 1976 s.19 &amp; LGA 1972 Section 133</i>
3253/6	<i>Local Government (Miscellaneous Provisions) Act 1976 s.19 &amp; LGA 1972 Section 133</i>
3253/7	<i>Local Government (Miscellaneous Provisions) Act 1976 s.19 &amp; LGA 1972 Section 133</i>
3253/8	<i>Local Government (Miscellaneous Provisions) Act 1976 s.19 &amp; LGA 1972 Section 133</i>
3253/9	<i>Local Government (Miscellaneous Provisions) Act 1976 s.19 &amp; LGA 1972 Section 133</i>
3253/10	<i>Highways and Public Places – Local Government Act 1972, s.111 and Open Spaces Act 1906, s.10</i>
3254	<i>Small Holding &amp; Allotments Act 1908, s.23 – Small Holding &amp; Allotments Act 1908 s.26 – Small Holding &amp; Allotments Act 1908, s.42</i>
3255	<i>Local Government (Miscellaneous Provisions) Act 1976 s.19 &amp; LGA 1972 Section 133</i>
3256	<i>Parish Councils Act 1957, section 3 – empowers parish councils to provide and maintain lighting</i>
3257	<i>Local Government (Miscellaneous Provisions) Act 1976 s.19 &amp; LGA 1972 Section 133</i>
3258	<i>Local Government Act 1972, s.111 – Subsidiary powers</i>
3259	<i>Local Government Act 1972, s.111 – Subsidiary powers</i>
3260	<i>Local Government and Rating Act 1997, s.26, 28, 29 – Transport Act 1985, s.106A</i>
3261	<i>Local Government and Rating Act 1997, s.26, 28, 29 – Transport Act 1985, s.106A</i>
3262	<i>Local Government (Miscellaneous Provisions) Act 1976 s.19 &amp; LGA 1972 Section 133</i>
3263	<i>Local Government (Miscellaneous Provisions) Act 1976 s.19 &amp; LGA 1972 Section 133</i>
3264	<i>Local Government Act 1972, Section 145</i>
3266	<i>Local Government Act 1972 – Section 111 to maintain land under Open Spaces Act 1906</i>
3270	<i>Parish Councils Act 1957, section 3 – empowers parish councils to provide and maintain lighting</i>
3271	<i>Open Spaces Act 1906, sections 9–10</i>
3272	<i>Local Government Act 1972, s.111</i>
3273	<i>Local Government Act 1972, s.111 – Subsidiary powers</i>
3274	<i>Local Government Act 1972 – Section 111 to maintain land under Open Spaces Act 1906</i>
3275	<i>Local Government Act 1972, s.111</i>
3276	<i>Local Government Act 1972, s.111 – Subsidiary powers</i>
3277	<i>Local Government (Miscellaneous Provisions) Act 1976 s.19 &amp; LGA 1972 Section 133</i>
3278	<i>Local Government and Rating Act 1997, s.26, 28, 29 – Transport Act 1985, s.106A</i>
3279	<i>Local Government Act 1972, s.111 – Subsidiary powers</i>
3281	<i>Local Government Act 1972, Section 144</i>
3282	<i>Local Government Act 1972, section 137</i>

Signed: *Jo O'Donoghue (FSLCC)* Date: 9/11/2025

8d.

# Disley Parish Council

## Expenditure transactions - approval list

Start of year 01/04/25

Payment approval list 21.11.25

No	Payment Reference	Gross	Heading	Invoice date	Details	Payment Reference Total
3284	BACS/1811 25/PAYPAL	£61.65		11/11/25	PAYPAL - Debit Card Account - PayPal replenishment October 2025	£61.65
	1	£21.70	225/6		Councillor emails 24/09/25 - 23/10/25	
	2	£16.95	225/17		Website hosting 25/10/25 - 25/11/25	
	3	£23.00	225/6		Microsoft - sub charges - 24/09/25 - 23/10/25	
3285	BACS/1411 25/ANTHONY	£900.00	260	29/10/25	Anthony Agricultural Services Limited - Topping of fields in Disley	£900.00
3286	BACS/2811 25/CARTER	£49.98	220/4	20/11/25	Stephen Carter - Work boots	£49.98
3287	BACS/2811 25/TAYLOR	£380.00	310/7	17/11/25	Steven Taylor - 4 tyres for council van	£380.00
3288	BACS/2811 25/AWARD	£23.00	225/18	14/11/25	Award Cleaning Services - Window cleaning	£23.00
3290	BACS/2811 25/COOP	£500.00	225/21	07/11/25	Lauren Coop - October 2025 - media assistance	£500.00
3291	BACS/2811 25/CEC	£5,004.28	660	04/11/25	Cheshire East Council - Supplier - Year 2 of 3 - CCTV Services and Maintenance for Disley 2025 -2026	£5,004.28
3292	BACS/2811 25/ALLEN	£26.90	225/12	12/11/25	Sarah Allen - Cornet lapel pin for Steve Taylor (bugler for Remembrance Day)	£26.90
3293	BACS/2811 25/DUTTON	£948.00		18/09/25	Dutton Traffic Management - Traffic management services for Disley Remembrance Sunday 9th November 2025. Including warning signs, 2 x operatives and TM Plan.	£948.00
	1	£948.00	600/7		Traffic management services for Remembrance Sunday	
3294	DD/181125/ EDF	£193.15	400/5	18/11/25	EDF Energy (Gas) - Gas charges for period 01/10/25 - 31/10/25	£193.15
3295	DD/121125/ ALLSTAR	£90.04		12/11/25	Allstar - Fuel for community bus	£90.04
	1	£90.04	300/1		Fuel for community bus	
<b>Total</b>		£8,177.00				

Signature

Signature

Date



8e.

# Disley Parish Council

## Expenditure transactions - approval list

Start of year 01/04/25

Payment Approval list 02.12.25

No	Payment Reference	Gross	Heading	Invoice date	Details	Payment Reference Total
3299	BACS/2511 25/DEFIB	£324.00	260	20/11/25	Defib Store Ltd - Replacement adult and child defib pads	£324.00
3300	DD/211125/ EDF	£898.27	400/6	21/11/25	EDF Energy - Electricity 7/8/25 - 31/10/25	£898.27
3301	DD/241125/ BIFFA	£176.74		24/11/25	Biffa Waste Services Ltd - Trade waste services - 25/10/25 - 21/11/25	£176.74
	1	£107.38	400/10		General waste services - 25/10/25 - 21/11/25	
	2	£69.36	400/10		Recycling waste services - 25/10/25 - 21/11/25	
3302	DD/281125/ ALLSTAR	£137.66		28/11/25	Allstar - Fuel for community bus and council van	£137.66
	1	£66.21	300/1		Fuel for community bus	
	2	£71.45	310/1		Fuel for council van	
3303	DD/211125/ SSE	£158.99	230/1	21/11/25	SSE Swalec - Electricity - Street lighting - 01.10.25 - 31.10.25	£158.99
3304	BACS/1212 25/RUSCO	£50.00	225/6	19/11/25	Russell's Computer Services - IT support - set up email for Mel Brinnand	£50.00
3305	BACS/1212 25/ARENA	£60.80	225/5	28/11/25	Arena Group Limited - Photocopier charges 13/08/25 - 13/11/25	£60.80
3306	BACS/1212 25/RICHAR DS	£200.00	600/3	29/11/25	Helen Richards - Cash payment to Kerri Woods, singer at Christmas Extravaganza	£200.00
3307	BACS/1212 25/RICHAR D2	£4.80	220/2	11/11/25	Helen Richards - Mileage for trip to and from Stockport to cash petty cash cheque at Nat West Stockport	£4.80
3308	BACS/1212 25/TOMLIN	£72.48	260	05/11/25	A H Tomlinson Parbans Ltd - Various items	£72.48
3309	BACS/1212 25/JDH	£477.60	225/14	24/11/25	JDH Business Services Ltd - 2025/6 interim internal audit fees	£477.60
3310	BACS/1212 25/PPLPRS	£279.43	400/4	24/11/25	PPL PRS Limited - PPI PRS royalty licences 30/11/25 - 29/11/26	£279.43
3312	BACS/1212 25/TREEC O	£680.00		21/11/25	The Tree Company - Reduce and reshape 6 trees on The Ram Green in front of the Rams Head pub.	£680.00
	1	£680.00	260		Reduce and reshape 6 trees on The Ram Green in front of Rams Head pub.	
3313	BACS/1212 25/PCC	£150.00	600/3	01/12/25	Disley PCC - Contribution to distribution of Christmas Extravaganza flyers	£150.00
3314	BACS/1212 25/PRINTA PP	£80.00	600/3	14/11/25	Print Approved - 2000 x Christmas flyers (A5)	£80.00

Signature

Signature

Date



# Disley Parish Council

## Expenditure transactions - approval list

Start of year 01/04/25

Payment Approval list 02.12.25

No	Payment Reference	Gross	Heading	Invoice date	Details	Payment Reference Total
3315	BACS/1212 25/BENNETT	£47.00	300/10	25/11/25	Alan Bennett - Reimbursement of medical fee for volunteer driver to renew driving licence at age 70	£47.00
3316	BACS/1212 25/NALC	£42.00	220/3	01/12/25	National Association of Local Councils - Online training course - Asset Management - Sarah Allen	£42.00
3317	BACS/1212 25/NORTH W2	£3,255.60		15/09/25	Northwich Town Council - To supply Cherry LEDS (300 globes per tree) with driver for a 22 foot tree static colour and driver.	£3,255.60
	1	£3,255.60	600/3		To supply Cherry LEDS (300 globes per tree) with driver for a 22 foot tree static colour and driver.	
3318	BACS/1212 25/NORTH WIC	£4,686.00		15/09/25	Northwich Town Council - Deliver, install and remove 2 x Christmas trees, maintenance service, install and remove LED lights.	£4,686.00
	1	£4,686.00	600/3		Deliver, install and remove 2 x Christmas trees, maintenance service, install and remove LED lights.	
3319	BACS/1212 25/SILKFM	£1,194.00		18/09/25	Cheshire Silk 106.9 - Sound and stage equipment and promotion for Christmas Extravaganza on 5th December 2025	£1,194.00
	1	£1,194.00	600/3		Sound and stage equipment and promotion for Christmas Extravaganza on 5th December 2025	
3320	BACS/1212 25/FARLEY	£840.00	600/3	02/12/25	Dave Farley Electrical Ltd - Labour charges installation of Christmas trees to shops	£840.00
3321	BACS/1212 25/SCALE	£216.90	600/3	18/11/25	Cllr Rachel Scale - 125 party bags and fillers for Santa's gifts at Christmas Extravaganza	£216.90
<b>Total</b>		£14,032.27				

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



9a.

**Date of Meeting: 11<sup>th</sup> December 2025**

**Report provided by: Jo O'Donoghue, RFO**

**Date of Report: 24/11/2025**

This report summarises the key findings raised during the Interim Internal Audit carried out on 6<sup>th</sup> November 2025 with the Auditor's report received on 18<sup>th</sup> November 2025 and sets out the actions being taken in response.

---

### **1. EV ChargePoint Receipts – Treatment of Income and VAT**

**Audit Finding:**

The Internal Auditor noted that EV ChargePoint income has been recorded in the **ledger net of transaction charges**. **As the charges are deducted before income is posted, a small amount** of output VAT relating to EV income has not been declared on the VAT returns.

**Recommended Action:**

EV receipts should be recorded gross as income, with the transaction charges posted separately to **expenditure**, to ensure correct VAT treatment.

**RFO Response:**

The RFO will address this issue and ensure that EV income and associated expenditure items are correctly entered in the cashbook going forward.

---

### **2. Overtime Hours – Approval of Timesheets**

**Audit Finding:**

The Internal Auditor noted that no overtime payments have been approved by councillors or authorised officers, although the payment figures have been authorised by two councillors as required under the Financial Regulations.

**Recommended Action:**

Internal controls should ensure that overtime hours are formally reviewed and approved prior to payment, not just the payment totals.

**RFO Response:**

This matter has been referred to the Parish Clerk to ensure that all overtime hours are formally authorised before payment. The RFO has recommended a system for managing overtime approvals which, once approved by Full Council, will be incorporated into an internal control document.

---

### **3. Fixed Asset Verification – Annual Physical Check Not Completed**

**Audit Finding:**

The Council did not complete the required annual physical verification of assets listed in the asset register as required by Financial Regulation 15.3. No evidence was available to show that an inspection took place.

**Recommended Action:**

An annual verification of all assets should be completed and evidence retained for audit purposes.

**RFO Response:**

The RFO has provided the asset register to the Parish Clerk along with a recommendation that physical inspections of all listed assets be carried out as soon as possible. A spreadsheet has also been provided for recording inspection results and retaining evidence.

---

### **Conclusion**

The RFO will continue to implement the actions required to address the issues raised in the Interim Internal Audit. Progress updates will be provided to the Parish Council as needed, and any approved improvements to internal controls will be formally documented.

## **Introduction of NALC's New IT Policy and Local Adaptation**

**(Based on NALC publication of 12 November 2025)**

### **1. Purpose of the Report**

This report provides members of the Parish Council with an overview of the National Association of Local Councils' (NALC) newly released IT Policy, published on 12 November 2025, and explains its relevance to our statutory responsibilities. It also confirms that the Responsible Financial Officer (RFO) has adapted the NALC template to reflect the specific aims and objectives of Disley Parish Council.

This IT Policy is intended to replace the council's existing Cyber Security Policy, which has not been updated since 2023.

---

### **2. Background**

NALC's new IT Policy supports parish and town councils in meeting the requirements outlined in paragraph 1.54 of the Practitioners' Guide 2025, which forms part of the proper practices governing smaller authorities. Compliance with this requirement is evaluated through Assertion 10 of the Annual Governance Statement within the AGAR.

As a smaller authority (excluding parish meetings), Disley Parish Council must have an IT Policy that governs how councillors and staff conduct council business securely and legally when using IT equipment and software.

The council currently has a Cyber Security Policy adopted in 2023, but this has not been updated since its introduction. The NALC IT Policy provides a broader, more current, and more comprehensive framework that supersedes the existing policy.

---

### **3. Statutory Requirement (Practitioners' Guide 2025, Paragraph 1.54)**

Paragraph 1.54 states that all smaller authorities must have an IT Policy that:

- Provides guidance on secure, legal, and responsible use of IT systems
- Applies to both council-owned and personal devices
- Covers software, communication platforms, digital storage, and online services

This requirement is now part of the evidence needed to demonstrate good governance as part of the AGAR.

---

### **4. Key Features of NALC's New IT Policy**

NALC's template policy enables councils to:

#### **4.1 Set Clear Standards of Use**

Including acceptable and unacceptable behaviour when using IT equipment and systems.

#### **4.2 Identify and Reduce Digital Risks**

Such as cybercrime, data loss, and unauthorised system access.

#### **4.3 Protect Council Information**

By ensuring secure handling, storage, and transmission of council data and digital assets.

#### **4.4 Demonstrate Governance and Compliance**

By aligning with proper practices, supporting data protection obligations, and strengthening accountability.

---

### **5. Adaptation for Disley Parish Council**

The RFO has adapted the NALC template to align with:

- The specific aims and objectives of Disley Parish Council
- The council's operational structure, IT arrangements, and staffing roles
- Local approaches to data protection, transparency, and risk management

The adapted policy is comprehensive and suitable for replacing the outdated 2023 Cyber Security Policy, ensuring the council's governance framework reflects current digital standards and risks.

---

### **6. Replacement of the 2023 Cyber Security Policy**

The existing Cyber Security Policy (2023) has not been updated for over two years and no longer reflects current requirements, digital risks, or best practice.

The new IT Policy:

- Incorporates cyber security within a broader governance framework
- Provides updated guidance aligned with 2025 national standards
- Ensures compliance with paragraph 1.54 of the Practitioners' Guide
- Offers a more complete and practical policy for staff and councillors

The adoption of the new IT Policy will therefore formally replace the Cyber Security Policy 2023.

---

### **7. Benefits of Adoption**

Implementing the adapted IT Policy will:

- Ensure compliance with statutory and AGAR requirements
- Provide a modern, comprehensive framework for digital working
- Strengthen security and reduce risks of data loss or misuse
- Set clear expectations for councillors and staff

- Replace outdated documentation with a current, fit-for-purpose policy
- 

## **8. Recommendations**

1. **That the Parish Council notes** the publication of NALC's new IT Policy (12 November 2025).
  2. **That the council reviews the adapted version** prepared by the RFO for Disley Parish Council.
  3. **That the Parish Council formally adopts the adapted IT Policy.**
  4. **That the 2023 Cyber Security Policy be formally withdrawn**, with the new IT Policy replacing it.
  5. **That councillors and staff receive a short induction or summary** to support consistent adoption and understanding of the new policy.
- 

## **9. Conclusion**

NALC's new IT Policy offers a timely and comprehensive framework for secure, responsible, and legally compliant use of digital systems. The RFO's adaptation ensures alignment with Disley Parish Council's aims and operational needs. Replacing the outdated 2023 Cyber Security Policy with this modern, robust IT Policy will strengthen governance, enhance digital resilience, and support transparent and accountable working practices.

10b.

## **DISLEY PARISH COUNCIL**

### **INFORMATION TECHNOLOGY POLICY 2025-2028**

**APPROVED: [date]**

**MINUTE REFERENCE: [min ref]**

Introduction	2
Purpose of the IT Policy	2
Monitoring of IT use	2
Scope of this policy	2
Computer use	2
Equipment	3
Health and safety	5
Password and authentication policy	5
Monitoring	7
Remote working	8
Email	8
Use of the internet	9
Use of social media	10

## **Introduction**

Each council will have its own IT setup and, as such, a single 'one-size-fits-all' IT policy is unlikely to be appropriate. Some smaller parish councils may operate with minimal equipment, while others may manage multiple devices connected to a central server. These guidelines are intended to help councils identify key considerations when developing or updating their own IT policy.

Councils that use external IT providers should ensure their policies accurately reflect current practices and contractual arrangements.

## **Purpose of the IT Policy**

The purpose of an IT policy is to establish clear parameters for how councillors, staff, and other authorised users use council-provided technology or equipment in the course of their duties. A well-defined policy helps to:

- Set expectations for appropriate use of equipment and systems;
- Raise awareness of risks associated with IT use;
- Safeguard the council's data and digital assets;
- Clarify what constitutes acceptable and unacceptable use;
- Outline the consequences of policy breaches.

Councils will also need to determine and clearly state whether limited personal use of IT equipment is permitted (for example, checking personal email or online shopping during lunch breaks).

## **Monitoring of IT Use**

As an IT provider, the council has the right to monitor the use of its IT equipment and systems, provided there is a legitimate reason for doing so and councillors, employees and other authorised users are informed that such monitoring may take place. Any monitoring must be proportionate and comply with relevant data protection and privacy laws. Other persons may be included if they access or use council systems e.g. if they have a council e-mail address

## **Scope of this policy**

This policy applies to all councillors, staff, and other authorised users, regardless of their working location or pattern, including those who are home-based, office-based, or work on a flexible or part-time basis. It sets out the expectations for the appropriate use of IT equipment and systems provided by the council.

## **Computer use**

### **1.1 Hardware**

**1.1.1** Council computer equipment is provided for council purposes only.

**1.1.2** Locking computers when leaving desk, all councillors, staff, and other authorised users must lock their computers when leaving their desks to prevent unauthorised access.

This applies to all council and personal devices used for work. Failure to comply may lead to disciplinary action.

**1.1.3** All computer and other electronic equipment supplied should be treated with good care at all times. Computer equipment is expensive, and any damage sustained to any equipment will have a financial impact on the council.

**1.1.4** Computer and electronic hardware should be kept clean, and every precaution taken to prevent food and drink being dropped or spilled onto it.

**1.1.5** Equipment should not be dismantled or reassembled without seeking advice.

**1.1.6** Councillors, staff, and other authorised are not to purchase any computer or mobile equipment (including software). Unless previously authorised.

**1.1.7** Personal disks, USB stick, CDs, DVDs, data storage devices etc cannot be used on council computers.

**1.1.8** Any faults or necessary repairs must be reported to the IT provider.

## **Equipment**

### **2.1 Portable equipment**

**2.1.1** Portable equipment includes laptop computers, netbooks, tablets, mobile and smart phones with email capability and access to the internet etc.

**2.1.2** It is particularly emphasised that council back-up procedures specific to portable equipment should be followed at all times.

**2.1.3** All portable computers must be stored safely and securely when not in use in the office, i.e. when travelling or when working from home. Portable equipment (unless locked in a secure cabinet or office) should be kept with or near the user at all times; should not be left unattended when away from council premises and should never be left in parked vehicles or at any council or non-council premises.

**2.1.4** It is important to ensure all portable devices are protected with encryption in case they are lost or stolen. All smartphones or tablets that hold council data, including emails and files, must be protected with a pin code. Where possible, these devices should also be programmed to erase all content after several unsuccessful attempts to break in. Any security set on these devices must not be disabled or removed.

**2.1.5** Multi-Factor Authentication (MFA) is a security process that requires users to verify their identity using two or more independent methods—for example, entering a password (something you know) and confirming a code sent to your mobile device (something you have). This significantly reduces the risk of unauthorised access to systems and sensitive data. NALC recommends implementing MFA as a best practice to enhance information security and support compliance with data protection obligations under the UK GDPR and the Data Protection Act 2018. This is in place with Disley Parish Council.

**2.1.6** If an item of portable equipment is lost or damaged this should be reported to the IT provider.

**2.1.7** Under no circumstances should any non public meeting or conversation be recorded without the permission of those present. This does not affect statutory rights (under The Openness of Local Government Regulations 2014).

**2.1.8** In addition, the council does not permit webcams (which may be pre-installed on many laptops) to be used in the workplace, other than for conference calls for council purposes.

## **2.2 Use of own devices**

**2.2.1** Personal laptops and other computers or other devices should not be brought into work and used to access council IT systems during working hours, unless this has been authorised by the employee's line manager. This is to ensure that no viruses enter the system, to prevent time being wasted during working hours on personal use and to assist in maintaining security, confidentiality, and data protection.

**2.2.2** For continuity purposes, calls made to external parties must be made on council landlines or mobile phone numbers to ensure that only these numbers are used and/or stored by the recipient, rather than personal numbers. Any emails sent from own devices should be sent from a council email account and should not identify the individual's personal email address.

**2.2.3** Councillors, staff, and other authorised persons that use council systems are expected to use all devices in an ethical and respectful manner and in accordance with this policy. Accessing inappropriate websites or services on any device via the IT infrastructure that is paid for or provided by the council carries a high degree of risk, and, for employees, may result in disciplinary action, including summary dismissal (without notice). For Workers or Contractors, we may terminate the worker agreement. This is irrespective of the ownership of the device used. An example would be downloading copyright music illegally or accessing pornographic material.

**2.2.4** In cases of legal proceedings against the council, the council may need to temporarily take possession of a device, whether council-owned or personal to retrieve the relevant data.

**2.2.5** Wherever possible the user should maintain a clear separation between the personal data processed on the council's behalf and that processed for their own personal use, for example, by using different apps for council and personal use. If the device supports both work and personal profiles, the work profile must always be used for work-related purposes.

**2.2.6** Personal data relating to e.g. councillors, staff, and other authorised users, associates, residents, external stakeholders should not be saved to any personal accounts with third-party storage cloud service providers as this may breach data protection legislation or create a security risk if the device is lost or stolen. This applies especially if the passwords

used to store/access data are saved onto the device, or if the service permits councillors, staff, and other authorised users to remain logged in between sessions.

**2.2.7** Personal information and sensitive data should never be saved on councillors, staff, or other authorised users own devices as this may breach confidentiality agreements, especially if the device is used by other people from time to time.

**2.2.8** If removable media are used to transfer data (e.g. USB drives or CDs), the user must also securely delete the data on the media once the transfer is complete.

**2.2.9** Councillors, staff, and other authorised users who open any attachments should ensure that any cached copies are deleted immediately after use. Disley Parish Council's IT provider will provide assistance or training in doing this if needed. Additional risks include data belonging to the council being accessed by unauthorised persons if the device(s) is lost, stolen, or used without the owner's permission.

**2.2.10** If transferring data, either by email or by other means, this should be done through an encrypted channel, such as a virtual private network (VPN) or a secure web protocol (https://). Unsecured wireless networks should not be used.

**2.2.11** Prior to the disposal of any device that has work data stored on it, and in the event of a user leaving the council, councillors, staff, and other authorised users are required to allow the IT provider access to the device to ensure that all passwords, user access shortcuts and any identifiable data are removed from the device.

**2.2.12** Councillors, staff, and other authorised users must take responsibility for understanding how their device(s) work in respect to the above rules if they are accessing council servers/services via their own IT equipment. Risks to the user's personal device(s) include data loss as a result of a crash of the operating system, bugs and viruses, software or hardware failures and programming errors rendering a device inoperable. The council will use reasonable endeavours to assist, but councillors, staff, and other authorised users are personally liable for their own device(s) and for any costs incurred as a result of the above.

## **Health and safety**

**3.1.1** Councillors, staff, and other authorised users who work in council offices will be provided with an appropriate workstation.

**3.1.2** The council has a duty to ensure that regular appropriate eye tests, carried out by a competent person, are offered to employees using display screen equipment.

If any hazards are detected at a workstation, including 'noises' from the IT equipment, this should be reported immediately to the IT provider.

## **Password and Authentication Policy**

**4.1.1** All user accounts must be protected by strong, secure passwords. The council follows the National Cyber Security Centre (NCSC) recommendations for creating

passwords using three random words (e.g. PurpleCandleRiver). This method helps create passwords that are both strong and easy to remember, while offering effective protection against common cyber threats such as brute-force attacks. This approach is endorsed in NALC guidance.

In addition to strong passwords, Multi-Factor Authentication (MFA) should be enabled wherever possible. MFA requires users to provide two or more independent forms of verification—for example, a password (something you know) and a code sent to your phone (something you have). This significantly reduces the risk of unauthorised access to systems and personal data.

To further strengthen account security:

- Initial user account passwords must be generated by the IT provider.
- Default passwords provided by vendors or the IT provider must be changed immediately upon installation or setup.
- Service or System (e.g. Website) account passwords are generated and managed by the IT provider.
- The council recommends these practices as part of its commitment to robust information security and to support compliance with the UK GDPR and the Data Protection Act 2018.

For more guidance, see the NCSC's advice on password security: [NCSC Password Guidance](#)

#### **4.1.2 Access to Passwords**

- Passwords are personal and must not be shared under any circumstances.
- Only the assigned user of an account may access or use the associated password.
- In exceptional cases (e.g., incident response or employee offboarding), access to system credentials may be granted to authorised personnel from the IT provider with appropriate approvals and logging.

#### **4.1.3 Password Storage and Management**

- Passwords must not be stored in plain text or written down in insecure locations.
- Passwords must be stored using a council-approved, encrypted password manager (e.g., LastPass, Bitwarden, or KeePass).

#### **4.1.4 Password Change Requirements**

- Immediately change password if compromise is suspected.

#### **4.1.5 Password Access Control and Logging**

- All access to administrative or shared credentials must be logged and auditable.
- Attempts to access unauthorized passwords will be treated as a security incident.

#### **4.1.6 Responsibility**

- Users are responsible for creating and maintaining secure passwords for their accounts.

The IT security provider is responsible for:

- Managing system/service credentials.
- Enforcing password policies. Auditing and monitoring password-related security practices.

## **Monitoring**

**5.1.1** The council reserves the right to monitor and maintain logs of computer usage and inspect any files stored on its network, servers, computers, or associated technology to ensure compliance with this policy as well as relevant legislation. Internet, email, and computer usage is continually monitored as part of the council's protection against computer viruses, ongoing maintenance of the system, and when investigating faults.

**5.1.5** The council will monitor the use of electronic communications and use of the internet in line with the Investigatory Powers (Interception by Councils etc for Monitoring and Record-keeping Purposes) Regulations 2018.

**5.1.6** Monitoring of an employee's email and/or internet use will be conducted in accordance with an impact assessment that the council has carried out to ensure that monitoring is necessary and proportionate. Monitoring is in the council's legitimate interests and is to ensure that this policy is being complied with.

**5.1.7** The information obtained through monitoring may be shared internally, including with relevant councillors and IT staff if access to the data is necessary for performance of their roles. The information may also be shared with external HR or legal advisers for the purposes of seeking professional advice. Any external advisers will have appropriate data protection policies and protocols in place.

**5.1.8** The information gathered through monitoring will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted.

**5.1.9** Councillors, staff, and other authorised users have a number of rights in relation to their data, including the right to make a subject access request and the right to have data rectified or erased in some circumstances. You can find further details of these rights and how to exercise them in the council's data protection policy.

**5.1.10** Such monitoring and the retrieval of the content of any messages may be for the purposes of checking whether the use of the system is legitimate, to find lost messages or to retrieve messages lost due to computer failure, to assist in the investigation of wrongful acts, or to comply with any legal obligation.

**5.1.11** The council reserves the right to inspect all files stored on its computer systems in order to assure compliance with this policy. The council also reserves the right to monitor the types of sites being accessed and the extent and frequency of use of the internet at any time, both inside and outside of working hours to ensure that the system is not being abused and to protect the council from potential damage or disrepute.

**5.1.12** Any use that the council considers to be 'improper', either in terms of the content or the amount of time spent on this, may result in disciplinary proceedings.

**5.1.13** All computers will be periodically checked and scanned for unauthorised programmes and viruses.

## **Remote working**

**6.1.1** Increased IT security measures apply to those who work away from their normal place of work (e.g. whilst travelling, working from home), as follows:

- if logging into the council's systems or services remotely, using computers that either do not belong to the council or are not owned by the user, any passwords must not be saved, and the user must log out at the end of the session deleting all logs and history records within the browser used. If the configuration of the device does not clearly support these actions (for example at an internet café), council services should not be accessed from that device;
- the location and direction of the screen should be checked to ensure confidential information is out of view. Steps should be taken to avoid messages being read by other people, including other travellers on public transport etc;
- any data printed should be collected and stored securely;
- all electronic files should be password protected and the data saved to the council's system/services when accessible;
- papers, files or computer equipment must not be left unattended unless arrangements have been made with a responsible person at premises for them to be kept in a locked room or cabinet if they are to be left unattended at any time;
- any data should be kept safely and should only be disposed of securely;
- papers, files, data sticks/storage, flash drive or backup hard drives should not be left unattended in cars, except where it is entirely unavoidable for short periods, in which case they must be locked in the boot of the car. If staying away overnight, council data should be taken into the accommodation, care being taken that it will not be interfered with by others or inadvertently destroyed;
- where possible the ability to remotely wipe any mobile devices that process sensitive information should be retained in the case of loss or theft;

## **Email**

**7.1.1** Council email facilities are intended to promote effective and speedy communication on work-related matters. Councillors, staff, and other authorised users need to be careful not to introduce viruses onto council systems and should take proper account of the security advice below.

**7.1.2** On occasion, it will be quicker to action an issue by telephone or face to face, rather than via protracted email chains. Emails should not be used as a substitute for face to face or telephone conversations. Councillors, staff, and other authorised users are expected to decide which is the optimum channel of communication to complete their tasks quickly and effectively.

**7.1.3** These rules are designed to minimise the legal risks run when using email at work and to guide councillors, staff, and other authorised users as to what may and may not be done.

**7.1.4** All councillors, staff, and other authorised users who need to use email as part of their role will normally be given their own council email address and account. The council may, at any time, withdraw email access, should it feel that this is no longer necessary for the role or that the system is being abused.

**7.1.5** Email messages sent on the council's account are for council use only. Personal use is not permitted.

## **Use of the Internet**

### **8.1 Copyright**

**8.1.1** Much of what appears on the Internet is protected by copyright. Any copying without permission, including electronic copying, is illegal and therefore prohibited. The Copyright, Designs and Patents Act 1988 set out the rules. The copyright laws not only apply to documents but also to software. The infringement of the copyright of another person or organisation could lead to legal action being taken against the council and damages being awarded, as well as disciplinary action, including dismissal, being taken against the perpetrator.

**8.1.2** It is easy to copy electronically, but this does not make it any less an offence. The council's policy is to comply with copyright laws, and not to bend the rules in any way.

**8.1.3** Councillors, staff, and other authorised users should not assume that because a document or file is on the Internet, it can be freely copied. There is a difference between information in the 'public domain' (which is no longer confidential or secret information but is still copyright protected) and information which is not protected by copyright (such as where the author has been dead for more than 70 years).

**8.1.4** Usually, a website will contain copyright conditions; these warnings should be read before downloading or copying.

### **8.2 Trademarks, links and data protection**

**8.2.1** The council does not permit the registration of any new domain names or trademarks relating to the council's names or products anywhere in the world, unless authorised to do so. Nor should they add links from any of the council's web pages to any other external sites.

**8.2.2** Special rules apply to the processing of personal and sensitive personal data. For further guidance on this, see the council's data protection policy.

### **8.3 Accuracy of information**

**8.3.1** One of the main benefits of the internet is the access it gives to large amounts of information, which is often more up to date than traditional sources such as libraries. Be

aware that, as the internet is uncontrolled, much of the information may be less accurate than it appears.

## **Use of social media**

**9.1.1** Social media includes blogs; Wikipedia and other similar sites where text can be posted; multimedia or user generated media sites (YouTube); social networking sites (such as Facebook, LinkedIn, X (formerly known as Twitter), Instagram, TikTok, etc.); virtual worlds (Second Life); text messaging and mobile device communications and more traditional forms of media such as TV and newspapers. Care should be taken when using social media at any time, either using council systems or at home.

**9.1.2** Personal use of social networking/media and chat sites are not permitted during working hours.

**9.1.3** The council recognises the importance of councillors, staff, and other authorised users joining in and helping to shape sector conversation and enhancing its image through blogging and interaction in social media. Therefore, where it is relevant to use social networking sites as part of the individual's position, this is acceptable.

However, inappropriate comments and postings can adversely affect the reputation of the council, even if it is not directly referenced. If comments or photographs could reasonably be interpreted as being associated with the council, or if remarks about external stakeholders could be regarded as abusive, humiliating, sexual harassment, discriminatory or derogatory, or could constitute bullying or harassment, the council will treat this as a serious disciplinary offence. Councillors, staff, and other authorised users should be aware that parishioners or other local organisations may read councillors, staff, and other authorised users' personal weblogs, to acquire information, for example, about their work, internal council business, and employee morale. Therefore, even if the council is not named, care should be taken with any views expressed.

**9.1.4** To protect both the council and its interests, everyone is required to comply with the following rules about social media, whether in relation to their council role or personal social networking sites, and irrespective of whether this is during or after working hours:

- Contacts from any of the council's databases should not be downloaded and connected with on LinkedIn or other social networking sites with electronic address book facilities, unless this has been authorised.
- Any blog that mentions the council, its current work, councillors, employees, other users associated with the council, partner organisations, local groups, suppliers, parishioners, should identify the author as one of its councillors or employees and state that the views expressed on the blog or website are theirs alone and do not represent the views of the council. Even if the council is not mentioned, care should be taken with any views expressed on social media sites and any views should clearly be stated to be the writer's own (e.g. via a disclaimer statement such as: "The comments and other content on this site are my own and do not represent the positions or opinions of my employer/ the council.") Writers must not claim or give the impression that they are speaking on behalf of the council.

- Any employee who is developing a site or writing a blog that will mention the council, must inform the council that they are writing this and gain agreement before going 'live'.
- The council expects councillors, staff, and other authorised users to be respectful about the council and its current or potential councillors, clerks, and authorised users and not to engage in any name calling or any behaviour that will reflect negatively on its reputation. Any unauthorised use of copyright materials, any unfounded or derogatory statements, or any misrepresentation is not viewed favourably and could constitute gross misconduct.
- Photos or videos that include employees or other workers wearing uniforms or clothing displaying the council's name or logo should not be posted on social media if they could reflect negatively on the individual, their role, their colleagues, or the council. Additionally, photos, videos, or audio recordings must not be taken on council premises without explicit permission
- Comments posted by councillors, staff, and other authorised users on any sites should be knowledgeable, accurate and professional and should not compromise the council in any way.
- Inappropriate conversations should not take place on any social networking sites, including forums.
- Any writing about or displaying photos or videos of internal activities that involves current councillors, staff, and other authorised persons, might be considered a breach of data protection and a breach of privacy and confidentiality. Therefore, their permission should be gained prior to uploading any such material. Details of any kind relating to any events, conversations, materials or documents that are meant to be private, confidential or internal to the council should not be posted. This may include manuals; procedures; training documents; non-public financial or operational information; personal information regarding other councillors, staff, and other authorised users anything to do with a disciplinary case, grievance, allegation of bullying/harassment or discrimination, or legal issue; any other secret, confidential, or proprietary information or information that is subject to confidentiality agreements. This does not affect statutory requirements to publish information including under the Freedom of Information Act.
- Councillors, staff, and other authorised users must be aware that they are personally liable for anything that they write or present online (including on an online forum or blog, post, feed or website). Councillors should always be mindful of the Members Code of Conduct and Nolan Principles. Employees may be subject to disciplinary action for comments, content, or images that are defamatory, embarrassing, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment. They may also be sued by other organisations, and any individual or council that views their comments, content, or images as defamatory, pornographic, proprietary, harassing, libellous or creating a hostile work environment. In addition, other councillors, staff, and other authorised users can raise grievances for alleged bullying and/or harassment.
- Postings to websites or anywhere on the internet and social media of any kind, or in any press or media of any kind, should not breach copyright or other law or disclose confidential information, defame or make derogatory comments about the council or its councillors, staff, and other authorised users, or disclose personal data or information about any individual that could breach data protection legislation.

- Contacts by the media relating to the council, should be referred to the clerk.
- Councillors, staff, and other authorised users who use sites such as LinkedIn and Facebook must ensure that the information on their profile is accurate and up to date and must update their profile on leaving the council.
- Councillors, staff, and other authorised users who use X.com, LinkedIn, or other social media/networking sites for council development purposes must ensure they provide the council with login details, including password(s), so that these sites can be accessed and updated in their absence.
- Councillors, staff, and other authorised users who have left the council must not post any inappropriate comments about the council or its councillors, staff, and other authorised users on LinkedIn, Facebook, X.com or any other social media/networking sites.
- During your employment/ involvement with the council, you may create or obtain access to a variety of professional contacts and confidential information. This includes, but is not limited to, contacts made through professional networking platforms such as LinkedIn, where those contacts have been established or maintained in your capacity as a councillor, member of staff, or other authorised user. All such contacts will be considered council property and may be subject to disclosure upon request.

**9.1.5** Note that the council may, from time to time, monitor external postings on social media sites. Any employee who has a profile (for example on LinkedIn or Facebook) must not misrepresent themselves or their role with the council. Councillors, staff, and other authorised users are also advised that social media sites are not an appropriate place to air council concerns or complaints: these should be raised with the council or formally through the grievance procedure.

**9.1.6** It is important to note that external stakeholders contact details and information remain the property of the council. In addition, councillors, staff, and other authorised users leaving the council will be required to delete all council-related data including external stakeholders contact details from any personal device/equipment.

### **Misuse**

Misuse of IT systems and equipment is not in line with the council's standards of conduct and will be taken seriously. Any inappropriate or unauthorised use may lead to formal action, including disciplinary proceedings or, in serious cases, dismissal.

### **Important notice**

This document was commissioned by the National Association of Local Councils (NALC) for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

## **DISLEY PARISH COUNCIL**

### **Website Revision & Compliance Upgrade – Supplier Evaluation**

**Prepared by:** Jo O'Donoghue

**Meeting Date:** 11/12/2025

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#### **1. Purpose of the Report**

The specification was issued to five parish-council website providers, of whom three submitted responses. This website upgrade was initiated to ensure compliance with Assertion 10 of the 2025–26 AGAR.

This report presents a full evaluation of the three quotations received for the Website Revision and Compliance Upgrade project. It assesses each supplier against the requirements set out in the Council's approved specification (22 September 2025), including WCAG 2.2 AA compliance, statutory transparency requirements, GDPR, .gov.uk domain management, hosting, support, usability, and cost.

The report recommends the supplier judged to provide the best value for money, strongest compliance, and most suitable service for Disley Parish Council.

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#### **2. Suppliers Evaluated**

The following quotations were received:

1. **Aubergine** – *New website quote DisleyPC-03102025 AB.pdf*
2. **Cuttlefish Multimedia** – *Proposal for Disley Parish Council CF.pdf*
3. **Vision ICT** – *VICT Intro Pack 2025.pdf*

All three submissions were reviewed in depth and compared against each requirement in the specification.

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#### **3. Summary of Each Submission**

##### **3.1 Aubergine (Local Government Digital Specialists)**

- ✓ Strongest evidence of compliance with national standards.
- ✓ Fully explicit WCAG 2.2 AA accessibility compliance.
- ✓ Full statutory compliance (AGAR Assertion 10, FOI, Transparency Code).
- ✓ Full .gov.uk domain and email provision, accredited by Nominet & Cabinet Office.
- ✓ GDPR-compliant, Cyber Essentials certified.
- ✓ Lowest annual cost of all suppliers.
- ✓ Clear timeline, proven sector experience, named references.
- ✓ WordPress-based CMS with structured training.

##### **3.2 Cuttlefish Multimedia**

- ✓ Strong CMS with unlimited support.
- ✓ Good hosting and security.
- ✓ .gov.uk domain and detailed email pricing provided.
- ✗ Less explicit about statutory compliance requirements.
- ✗ No clear project timeline.
- ✗ Higher long-term cost.

### 3.3 Vision ICT

- ✓ Experienced supplier with a large portfolio.
  - ✓ Strong general features and attractive design options.
  - X Did *not* provide any pricing.
  - X No explicit WCAG 2.2 AA compliance statement.
  - X No explicit .gov.uk domain/email assurance.
  - X No reference to statutory publication or AGAR requirements.
- 

## 4. Detailed Comparison Against Specification

### 4.1 Accessibility – WCAG 2.2 AA

- **Aubergine:** Fully evidenced, written into platform design, supports compliance audits.
- **Cuttlefish:** Compliant at launch but less detail.
- **Vision ICT:** Claims accessibility generally; no reference to WCAG 2.2 AA.

### 4.2 Statutory Document Publication

Requirement: Transparency Code, FOI, AGAR Assertion 10

- **Aubergine:** Fully compliant; includes AGAR migration tools.
- **Cuttlefish:** Practical tools but no explicit statutory references.
- **Vision ICT:** Not evidenced.

### 4.3 .gov.uk Domain & Email Management

- **Aubergine:** Fully compliant; accredited registrar.
- **Cuttlefish:** Fully compliant.
- **Vision ICT:** Not confirmed.

### 4.4 GDPR & Data Protection

- **Aubergine:** Strongest; Cyber Essentials; GDPR safeguards explicit.
- **Cuttlefish:** Adequate GDPR alignment.
- **Vision ICT:** Minimal detail.

### 4.5 CMS Usability

- **Aubergine:** WordPress government-compliant environment + training centre.
- **Cuttlefish:** Strongest CMS; unlimited support.
- **Vision ICT:** General description; no evidence.

### 4.6 Hosting & Security

- **Aubergine:** UK servers, SSL, security updates, Cyber Essentials.
- **Cuttlefish:** UK hosting, backups, proactive updates.
- **Vision ICT:** Firewalls & backups but no certifications.

### 4.7 Timeline

- **Aubergine:** Clear (approx. 7 weeks).
- **Cuttlefish:** No timeline.
- **Vision ICT:** No timeline.

#### 4.8 References & Experience

- **Aubergine:** 7 named references + sector accreditations.
  - **Cuttlefish:** Examples only.
  - **Vision ICT:** Portfolio only.
- 

### 5. Cost Analysis

#### 5.1 Aubergine Costing

- **Year 1:** £899 + VAT
- **Year 2:** £399 + VAT / year
- **Domain year 1:** Free
- **Email options:** From £60/year (20 emails) or Microsoft packages  
→ **Lowest long-term cost of all suppliers.**

#### 5.2 Cuttlefish Costing

- **Year 1:** £1,830 + VAT
- **Year 2:** £1,230 + VAT / year
- Includes 13 email accounts and .gov.uk domain  
→ **Highest annual cost.**

#### 5.3 Vision ICT Costing

- **No pricing provided** in the quotation.  
→ Cannot be fully evaluated.
- 

### 6. Weighted Scoring (Based on Council's Approved Criteria)

#### Supplier Final Weighted Score (out of 5)

Aubergine 4.55

Cuttlefish 4.25

Vision ICT 2.80

Aubergine clearly ranks highest.

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### 7. Councillor-Friendly Summary

- **Aubergine** best meets all compliance, accessibility, statutory, and governance requirements and offers the *lowest cost*.
  - **Cuttlefish** provides unlimited support and a strong CMS but at a much higher price and without clear statutory alignment.
  - **Vision ICT** submitted an attractive marketing pack but **not a compliant quotation**, as it lacked pricing and key compliance evidence.
- 

### 8. Conclusion

Based on the evaluation, **Aubergine** is the only supplier that:

- Fully complies with **WCAG 2.2 AA**

- Addresses **AGAR Assertion 10** clearly
- Supports the **Transparency Code** and **FOI requirements**
- Offers a **council-owned .gov.uk domain** with accredited management
- Provides clear **GDPR and security compliance**
- Supplies detailed costs, references and a project timeline
- Demonstrates mature experience with parish and local councils
- Offers the **best value for public money**

## 9. Recommendation to Council

**That Disley Parish Council appoints Aubergine as the supplier for the Website Revision and Compliance Upgrade project.**

This recommendation is based on:

- Strongest alignment with all mandatory requirements
- Best value for money
- Most robust accessibility and statutory compliance
- Sector-relevant experience and governance assurance
- Clarity, transparency, and completeness of quotation

## 10. Decision Required

Council is asked to **approve the appointment of Aubergine** and to authorise the RFO to:

1. Arrange the procurement and contract initiation.
2. Confirm the .gov.uk domain registration.
3. Manage implementation in accordance with the proposed timeline.

## APPENDIX A Summary Comparison Table

Specification Requirement	Aubergine	Cuttlefish	Vision ICT
<b>WCAG 2.2 AA Accessibility</b>	Explicit, detailed compliance. States WCAG 2.2 AA repeatedly; built for councils; aligned with Assertion 10. Optional ongoing compliance scans available. Most robust evidence.	States compliance with WCAG 2.2 AA at launch; less technical detail but still compliant.	Claims “accessibility standards” but does not reference WCAG 2.2 AA. Unclear level of compliance.

<b>Specification Requirement</b>	<b>Aubergine</b>	<b>Cuttlefish</b>	<b>Vision ICT</b>
<b>Statutory Publications (Transparency Code, FOI, AGAR)</b>	Very strong. Specifically references AGAR, provides 6 years of AGAR files, emphasises statutory uploads.	Strong tools but no explicit statutory references. Functional but less assured.	Provides document tools but no reference to statutory obligations.
<b>.gov.uk Domain &amp; Email Requirements</b>	Full compliance. Nominet & Cabinet Office accredited; provides new .gov.uk domain; multiple email options including low-cost or Microsoft; supports required number of addresses.	Provides .gov.uk domain management and detailed email options. Meets requirement.	Describes hosting and DNS generally but no explicit .gov.uk domain or email provisioning detail.
<b>GDPR &amp; Data Protection</b>	Strong. Cyber Essentials certified; GDPR compliance clearly addressed; provides guidance and responsibilities.	GDPR-compliant email options and secure hosting; less explicit narrative.	Mentions “GDPR compliance” as a feature only—not evidenced or described.
<b>CMS User-Friendliness</b>	Very strong. WCAG-compliant WordPress framework + Learning Centre + training + monthly webinars.	Very strong. cPortals CMS with multi-user permissions, drafts, structured tools, unlimited support.	CMS described as “user-friendly” but not evidenced.
<b>Mobile-Friendly/Responsive</b>	Fully responsive templates.	Fully responsive templates; advice on mobile content layout.	Fully responsive templates.
<b>Hosting &amp; Security</b>	Very strong. UK servers, SSL, managed updates, Cyber Essentials, WordPress security.	UK hosting, nightly backups, proactive security updates.	Secure hosting & off-site backups, but no certification and limited detail.
<b>Support &amp; Maintenance</b>	Structured training + Learning Centre + 2 hrs support per year (expandable). Well structured but capped.	Unlimited support. Strong point.	Support offered but not defined, no SLA or limits provided.
<b>Timeline</b>	Clear timeline (approx. 7 weeks + content review).	Stages described but no timeline provided.	Process described but no timeline provided.
<b>References / Sector Experience</b>	Strongest. 7 named council references; extensive accreditations;	Portfolio examples only; no references provided.	Portfolio examples only; no references provided.

<b>Specification Requirement</b>	<b>Aubergine</b>	<b>Cuttlefish</b>	<b>Vision ICT</b>
	works with SLCC & NALC.		
<b>Overall Fit to Specification</b>	Best evidence of full compliance across all mandatory areas. Strong accessibility, governance, statutory compliance, and .gov.uk services.	Strong CMS and unlimited support; compliant but less explicit about statutory and governance requirements.	Capable supplier but least aligned to council-specific compliance; lacks explicit assurances.

DATE: 4th November 2025 INSPECTION BY: Helen Richards, Stephen Carter, Paul Bull and Sarah Allen

Site	Plot	% used	Maintenance G (Good), A (Average), P (Poor)	Structure condition G, A, P.	Number post	Fences	Access Paths	Letter req'd	Photo Taken	Notes
Hagg Bank	1	70%	A	N/A	Yes					
	3	30%	P	P	Yes					Check in Spring 2026
New 3.25	4	80%	G	N/A	Yes					
	5	100%	G	N/A	Yes					
	6	60%	A	N/A	Yes					Check in Spring 2026
	7	100%	G	G	Yes					
	8	40%	A	N/A	Yes					Check in Spring 2026
Vacant 9.25	9	60%	A	N/A	Yes					
	10	80%	G	N/A	Yes					
	11	90%	A	N/A	Yes					
	12	80%	G	N/A	Yes					
	13	75%	A	N/A	Yes					
	14	100%	G	N/A	Yes					

Site	Plot	Utilisation %	Maintenance G (Good), A (Average), P (Poor)	Structure condition G, A, P.	Number post	Fences	Access Paths	Letter req'd	Photo Taken	
<b>Greystones</b>	1A	100%	<b>G</b>	<b>G</b>	Yes					
	1B	100%	<b>G</b>	<b>G</b>	Yes					
	2A	60%	<b>A</b>	<b>N/A</b>	Yes					
	2B	80%	<b>A</b>	<b>G</b>	Yes					
	3	100%	<b>G</b>	<b>G</b>	Yes					
	4A	50%	<b>A</b>	<b>G</b>	Yes					
<b>Vacant</b>	4B	0%	<b>P</b>	<b>N/A</b>	Yes					<b>Ranger has prepared plot - ready to offer to new tenant</b>
	5A	50%	<b>A</b>	<b>G</b>	Yes					
	5B	90%	<b>G</b>	<b>G</b>	Yes					
	6A	60%	<b>A</b>	<b>A</b>	Yes					
	6B	100%	<b>G</b>	<b>G</b>	Yes					
	7	100%	<b>G</b>	<b>N/A</b>	Yes					

Site	Plot	Utilisation %	Maintenance G (Good), A (Average), P (Poor)	Structure condition G, A, P.	Number post	Fences	Access Paths	Letter req'd	Photo Taken	
<b>Springfield New 2.25</b>	1A	80%	G	A	Yes					
	1B	100%	G	N/A	Yes					
	2	75%	A	N/A	Yes					
<b>New 11.24</b>	3A	100%	G	N/A	Yes					
<b>New 5.25</b>	3B	100%	G	N/A	Yes					
	4	100%	G	G	Yes					
	5	100%	G	G	Yes					
	6	90%	G	N/A	Yes					
	7	100%	G	G	Yes					

**VILLAGE EVENTS MEETING – 3<sup>rd</sup> November 2025 at 10am – MINUTES**

Attendees: Cllrs. Pattison and Windsor, Sarah Allen (clerk) and Helen Richards (Admin)

Not present: Cllr. Scale

**1. Civic Sunday – 19<sup>th</sup> October 2025**

- it was agreed that the event went well with many favourable comments from attendees. The service was excellent and the presentation of the Community Star awards was well received.
- A proposal to move the service to an earlier date in the calendar year from 2026 was discussed to spread the Parish Council events across the year. It was proposed that the service be held in June or July and that we should check when Poynton and Cheshire East Council have their mayoral events to avoid a clash of dates and to check availability with the church.

**ACTION: Clerk to look into this.**

**2. Remembrance Sunday – 9<sup>th</sup> November 2025**

- All arrangements are in place including the order and distribution of the wreaths.
- Traffic management company booked and there are 3 volunteer helpers for traffic management on Buxton Old Rd and Jacksons Edge Rd.
- Parish Clerk and Cllr Pattison to lead on the day.

**3. Christmas Extravaganza – Friday 5<sup>th</sup> December 2025**

- Lights in trees on Ram Green and tree work – due to the need for a 4 week consultation by CEC on the treework, it is highly unlikely that the trees will be able to be topped and the new white fairy lights installed in the trees before Christmas. Agreed to leave existing lights in the trees and turn them on the week beginning 1<sup>st</sup> December.

**ACTION: Ranger to test the lights.**

- Stage – Cllr Windsor confirmed that Disley Primary School have created Christmas banners to go up at the Ram Green and Disley Station. It was agreed that we should buy some festive bunting to jazz up the stage and then use it afterwards on the Ram Green and Fountain railings.
- Santa's Grotto – in hand (Cllr. Pattison)
- Santa's gifts – in hand (Cllr. Scale)
- Policing - Cheshire Police have informed us that they will not be attending. We will need to ensure that the ballcourt is clear of people before the fireworks display.

**ACTION: Councillors to take this forward.**

- Publicity – Christmas based double sided A5 leaflet being prepared by media assistant and will be printed by Print Approved and delivered by St Mary's Church volunteers. This will include the timetable for the night and details of the businesses offering festive fare.

**ACTION: Media assistant, clerk, admin assistant and Cllr. Pattison to liaise.**

- Disley PTA Raffle Stall

**ACTION: Cllr Pattison to check whether this will be held this year**

- Balloons / Lights stall will be present but the roast chestnut barrow is no longer available.
- Face Painting – no response to our plea for help on social media. It was agreed that we would purchase 2 x Christmas bean bag games and obtain some sweets from Swizzells for the children taking part.

**ACTION: Clerk to contact Swizzells to arrange this.**

- Stage – singer and school choir – Christmas songs / carols – it was agreed that we would contact Disley Primary School to arrange this.

**ACTION: Admin Assistant to take this forward.**

**4. A.O.B. None**

**5. Date of next meeting to discuss 2026 events – 19<sup>th</sup> January 2026 – 10am**

14.

## **Community Transport Scheme project team meeting minutes**

**Friday 21<sup>st</sup> November 2025 at 10.00am**

**Attendees: Cllrs. Adams and Windsor, Parish Clerk and Admin Officer**

1. **Group hire:** the following structure of the group hire service was agreed with immediate effect:

**Eligibility:** only community groups based in Disley & Newtown can eligible to hire the bus

**Drivers:** the bus can only be hired with a Disley Parish Council (DPC) trained volunteer driver (DPC drivers to be asked if they want to participate in this)

**Pricing:** proposed increase w.e.f. 1/1/26 - Half day trip (<4 hours) £35 (currently £25); Full day trip £60 (currently £40); mileage charge to remain at 60p per mile. The hire charge is payable in full on confirmation of booking and is non-refundable unless DPC has to cancel due to circumstances beyond their control.

**Process:**

\* hirer to complete a booking form stating the required date and destination. This will include confirmation from the hirer that they will pay for the driver if the venue charges an entry fee. It will also state that DPC do not accept responsibility for entry charges paid in advance if the trip has to be cancelled for any reason.

\* DPC to find a driver (and reserve) for the event.

\* all passengers must be members of Disley Community Bus scheme (hirer to check).

\* hirer must provide DPC and the driver with a passenger schedule and details of the trip.

**ACTION: DPC to send an email to all previous group hirers and current DPC volunteer drivers to inform them of the new hire rules. Ask drivers if they want to participate. A new booking form to be prepared (Clerk and Admin Officer)**

2. Review of finances to 30/09/25 took place on 31/10/25.
3. Budget for 2026/27 – the proposed community bus budget will be included in the DPC budget.
4. User statistics: this is a mature scheme so it was encouraging to have 13 new individual members in the last 6 months. The social trips are extremely popular with an average usage of 83% over the last 3 months. The shopping group continues to provide an essential service.
5. Safety inspections / annual service: these are carried out by DS West Motors in Buxton who provide an excellent service.
6. Passengers who need someone to accompany them on trips – it was agreed that the service user would need to arrange and pay for a companion on the bus.

7. Wheelchair passengers – an enquiry was received about taking a wheelchair passenger on trip in 2026 and it was proposed that each request would be considered on its merits including receiving plenty of notice, checking that the wheelchair is ‘crash tested’ and the logistics.

**ACTION: check the maximum weight allowed on the tail lift (Admin Officer).**

8. S19 permit – it has been brought to our attention that the tachograph calibration (every 2 years) is not required for a minibus under this permit which may save time and money. However, having looked into this, it is likely that the sale value of the bus would be affected without a current tachograph record so it is proposed that the calibration takes place as required.

9. Volunteer Driver social evening – it was proposed that a social evening be arranged in February or March 2026 and that DPC will pay for the meal and 1 drink for the volunteer drivers.

**Action: check dates and menu with White Horse (Admin Officer).**

10. AOB - none

11. Date of next meeting: to be arranged when required.

## 17. Quote 1.



Tree Consultants  
9 Lowe Street, Macclesfield, Cheshire, SK11 7NJ  
T. +44 (0) 1625 669668 E. admin@cheshire-woodlands.co.uk

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Ms S Allen  
Disley Parish Council  
Disley Community Centre  
Off Buxton Old Road  
Disley  
SK12 2BB

**Our Ref:** CW/11885-FE-25

06 October 2025

Dear Sarah

### **SURVEY AND RISK ASSESSMENT OF TREES AT DISLEY PARISH COUNCIL SITES**

Further to your recent enquiry, we are pleased to provide you with our fee proposal for the survey and risk assessment of trees at the above site.

Using the Quantified Tree Risk Assessment (QTRA) system, we advise a probabilistic risk management approach to tree safety assessments. Unless you instruct us otherwise, we will structure our assessments to take a general view of your trees and the land use (people and property) upon which trees could fail, and this will inform the level of detail at which we inspect your trees.

The proposal is set out to enable an instruction to be issued for a walkover assessment and to include for more detailed assessment of individual trees where this is required.

The survey and tree-failure risk assessment on the land identified in your enquiry will follow the Quantified Tree Risk Assessment methodology (attached in covering email) and is defined in the enclosed Schedule of Operations.

### **PART 1**

1. Carry out an inspection and risk assessment of the ash trees identified for re-inspection in the tree condition assessment report provided In your enquiry
2. At the discretion of the surveyor, and subject to access being available, carry out an Individual Tree Inspection of those trees considered to require detailed inspection and recording
3. Produce a tabulated schedule of trees setting out our survey data
4. Produce a report outlining our findings and advising on future management of the surveyed trees.

Our fixed price for providing the above services £913.75 plus vat.

## **PART 2**

1. Carry out a walkover assessment of 12 sites
2. At the discretion of the surveyor, and subject to access being available, carry out an Individual Tree Inspection of those trees considered to require detailed inspection and recording
3. Produce a tabulated schedule of trees setting out our survey data
4. Produce a report outlining our findings and advising on future management of the surveyed trees.

Our fixed price for providing the above services £4063.75 plus vat.

### **Limitations**

We cannot be held responsible for omissions resulting from physical restrictions of our access to trees, shrubs and hedges. Restrictions could be due to vegetation or other obstructions preventing physical access, ivy or other climbing plants limiting our view of trees, or access to neighbouring land being limited. If there are any restrictions to access this should be discussed with us before we attend site. The cutting or removal of vegetation, to gain access or to enable a view of trees, is not included in our price.

Our assessments will be carried out from ground level within the sites or from accessible public land. We will not arrange access to neighbouring private land. Although seldom necessary, where there is a significant degree of uncertainty in our observations from a ground-level inspection, we may recommend a Climbing Inspection. This would only be carried out with the agreement of the Instructing Party. Due to the health and safety requirement to have a second climber in attendance a separate visit may be required (not included in fixed price).

Invasive Investigations may be necessary to confirm signs of defects in trees. With agreement from the Instructing Party and where this can be done quickly, we may carry out the investigation whilst on site and at no extra cost, or at an additional cost that has been agreed in advance.

Our inspections and assessments are time limited, and having assessed your trees, we will provide you with guidance on the review of your trees and what might be considered reasonable intervals before re-assessment. The structural condition of trees can change quickly, particularly following severe weather events, and whilst we will assess the level of risk from your trees, we cannot provide guarantees of safety.

Laboratory analysis of samples is rarely required and will only be commissioned with the agreement of the Instructing Party (not included in fixed price)

Reports remain the copyright of Cheshire Woodlands and any transfer to a third party must be with our express consent.

Unless previously agreed, our lead times are projections only and we do not offer any guarantees of timescales for site visits or delivery of projects.

Our conditions of contract and a pro forma instruction are enclosed. If instructed, we will require contact details for any person who might be affected by our activities on site.

## Payment Terms

Should you wish to engage our services, we will require a written instruction from whoever is responsible for payment of our fees. A note of our disbursement charges and a pro forma instruction are enclosed. Unless by prior arrangement all credit accounts will have an upper limit of £1300 and all invoices are subject to settlement within 30 days. We reserve the right to add interest at the rate of 2% per month to all outstanding accounts. VAT is charged at 20%.

If you require any additional information or clarification of any point, please contact us.

Yours sincerely



M. J. Ellison

## Cheshire Woodlands Limited

Enclosures.    Pro-forma instruction  
                    Fee and disbursement charges  
                    Conditions of Contract  
                    Schedule of Operations

**PRO FORMA INSTRUCTION**

I/We instruct Cheshire Woodlands to carry out the works detailed in fee estimate CW/11885-FE-25 dated 06 October 2025 and agree to the terms and conditions of contract and fee and disbursement charges included therein.

**PART 1** **PART 2** **Signed:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_**On behalf of:** \_\_\_\_\_**Date:** \_\_\_\_\_**Invoice to:** Disley Parish Council  
Disley Community Centre  
Off Buxton Old Road  
Disley  
SK12 2BB

If the invoice is not to be sent to the above address, please supply invoicing details below:

**Name:** \_\_\_\_\_**Address:** \_\_\_\_\_**Email:** \_\_\_\_\_

Please return the completed form by email or post to:-

admin@cheshire-woodlands.co.uk or

Cheshire Woodlands Limited

9 Lowe Street

Macclesfield

Cheshire

SK11 7NJ

## PROFESSIONAL FEE AND DISBURSEMENT CHARGES FOR THE PERIOD UP TO 31 DECEMBER 2025

### PROFESSIONAL FEES

Normally, our charges are calculated based on the time spent on a project, calculated to the nearest 15 minutes. Occasionally, we are prepared to quote on a fixed price basis. Our rates are reviewed annually and any changes are brought into effect from 1<sup>st</sup> January.

Principal	£150.00
Consultant	£135.00
Surveyor	£85.00
Administrative	£65.00

### DISBURSEMENTS

The following costs are normally added to fee accounts as disbursements.

<b>Copying:</b>	first 100 A4 sheets	5p per sheet
	A4 copies thereafter	4p per sheet
	Colour copying	£1 a sheet
	sub-contracted copying	at cost to Cheshire Woodlands plus administrative charge for delivery and collection
<b>Printing reports:</b>	Report up to 15 sheets	Free of charge
	Over 15 sheets or additional copies	5p per sheet
	Bound reports	£25 each (including plans)
<b>Postage:</b>	all postage	at cost to Cheshire Woodlands
<b>Plans:</b>	copying and printing of plans	at cost to Cheshire Woodlands
<b>Documents:</b>	purchase of documents	at cost to Cheshire Woodlands
<b>Photography:</b>	film and developing	at cost to Cheshire Woodlands plus administrative charge for delivery and collection
<b>Courier:</b>	courier charges or other special delivery charges	At cost to Cheshire Woodlands
<b>Car mileage:</b>		40p-65p per mile
<b>Travel:</b>	train, taxi and air fares	at cost to Cheshire Woodlands
<b>Accommodation &amp; subsistence:</b>	where an overnight stay is necessary or cost effective	at cost to Cheshire Woodlands

## TERMS & CONDITIONS OF CONTRACT

### 1. DEFINITIONS

- 1.1 Cheshire Woodlands shall be referred to as 'the Company'
- 1.2 The 'customer' or 'instructing party' shall mean the person, company or organisation to whom the Company supplies services

### 2. EXISTENCE OF CONTRACT

- 2.1 No contract shall come into existence unless the customer's order however given is accepted by the earliest of
  - 2.1.1 acceptance in writing by the Company
  - 2.1.2 performance by the Company of the service required by the customer
  - 2.1.3 an invoice issued by the Company
- 2.2 These conditions shall be incorporated into the contract to the exclusion of any terms or conditions stipulated or referred by the customer
- 2.3 No variations or amendments of this contract shall be binding upon the Company unless confirmed by the Company in writing

### 3. FEES

- 3.1 Fees shall be charged at
  - 3.1.1 an hourly rate as notified by the Company to the customer, orally or in writing
  - 3.1.2 a fixed price as notified by the Company to the customer for which a customer's order shall only be accepted when given in writing
- 3.2 There shall be payable in addition to fees charged at the hourly rate the out of pocket expenses including travelling expenses and the services of others incurred by the Company in the performance of the contracted services
- 3.3 Time shall be charged to and from the Company offices
- 3.4 Unless any other arrangements have been explicitly agreed in writing with the customer all charges due to the Company shall be payable upon receipt of monthly invoices or within the period stated on the invoice (the due date). In certain cases i.e. reports for mortgage purposes, a report will not be released until final payment has been received.
- 3.5 All reports, written advices, plans, other documentation and goods supplied shall remain the property of the Company until payment for all services, documents and goods has been received by the Company.
- 3.6 Time for payment shall be of the essence of the contract without prejudice to any other rights of the Company if the customer fails to pay the invoice price by the due date the customer shall not be allowed any discount given in that invoice and shall pay interest on any overdue amount from the date on which payment became due to that on which it is made whether before or after judgement on a daily basis and at a compound rate of 2% per calendar month. The customer shall be liable for payment to the Company of all costs incurred in the recovery of any overdue amount

### 4. ARBITRATION

- 4.1 Should a customer dispute any charge made by the Company in respect of work carried out then that dispute shall be determined by an arbitrator of the Institute of Arbitrators

### 5. LIABILITY

- 5.1 Services undertaken and reports submitted by the Company shall be for the benefit of the customer alone. No liability shall attach to the Company or consultant employed by the Company for loss or damage sustained by any third party unless the interest of that third party shall have been communicated in writing to the Company prior to the making of the contract or the delivery of the services as the case may be

### 6. GENERAL

- 6.1 The Company may sub-contract the performance of the contract in whole or in part unless otherwise requested by the customer prior to the making of a contract
- 6.2 The contract is between the Company and the customer as principles and shall not be assignable by the customer without the express written consent of the Company
- 6.3 The Company shall have lien on all the customer's property in its possession for all sums due at any time from the customer and shall be entitled to use sell or dispose of that property as agent for and at the expense of the customer and apply the proceeds in and towards the payment of sums on 28 days' notice in writing to the customer. Upon accounting to the customer for any balance remaining after payment of any sums due to the Company and costs of sale or disposal the Company shall be discharged of any liability in respect of the customer's property
- 6.4 The Company may at its discretion suspend or terminate the supply of services if the customer fails to make any payment when and as due or otherwise defaults in any of its obligations under the contract or any other agreement with the Company or becomes bankrupt insolvent has a receiver appointed of its business or is compulsorily or voluntarily wound up or become the subject of a bankruptcy order or the Company bona fide believes that any of those events may occur and in the case of termination shall be entitled to forfeit any deposit paid

### 7. FORCE MAJEURE

- 7.1 The Company shall not be liable for any failure in performance of any of its obligations under the contract caused by factors outside its control

### 8. LAW & CONSTRUCTION

- 8.1 The contract shall be governed by English law and the customer consents to the exclusive jurisdiction of the English courts in all matters regarding the contract
- 8.2 The headings of conditions are by way of reference only and shall not affect their interpretation

### 9.0 VARIATION & REPRESENTATION

- 9.1 The contract between the Company and the customer is contained exclusively in this form and no servant or agent of the Company has any authority to add vary or contradict these Conditions of Contract whether orally or in writing and the Company shall not be liable for any representation which any servant or agent shall purport to give on its behalf.

## SCHEDULE OF OPERATIONS

<b>Tree Risk Assessment Drawing</b>	<ul style="list-style-type: none"><li>• The Tree Risk Assessment Drawing will be of sufficient detail and scale to enable the identification and appraisal of Targets, and identification or plotting of trees or groups of trees, or roads and paths against which trees might be assessed.</li><li>• Unless specified by contract, the Tree Risk Assessment Drawing is not guaranteed to be to a specific scale or level of accuracy.</li><li>• The Tree Risk Assessment Drawing will be sufficiently accurate to enable identification of individual trees, groups of trees, roads and paths referenced in the Schedules.</li><li>• Unless otherwise specified by contract, base plans of the site/s will be supplied by the Instructing Party. If plans are not provided, we will obtain and charge them at cost plus 20% administration fee.</li></ul>
<b>Schedules</b>	<ul style="list-style-type: none"><li>• Data collected from the survey or inspection of trees will be recorded on tabulated Schedules.</li><li>• The Schedules will be made available in digital formats.</li><li>• The Schedules will cross-reference with the Tree Risk Assessment Drawing.</li></ul>
<b>Target</b>	Something having potential to be harmed or damaged by the failure of a tree.
<b>Target Ranges</b>	Ranges of Target value categorised by the cost of repair or replacement of property, or by levels of human and vehicular occupation as defined in the Quantified Tree Risk Assessment Practice Note.
<b>Target Appraisal</b>	Assessment and where necessary mapping of land-use by estimated value or level of occupation. Targets will be allocated a Target Range. Our assessors see only a snapshot of site usage and the Instructing Party is advised to consider our appraisal against the site manager's local knowledge of land-use.
<b>Drive-by Assessment</b>	<p>In the absence of information to the contrary, the surveyor will assume that the highway boundary is defined by visible enclosures such as fences, walls, and hedges. Trees between the visible enclosures and the surfaced highway will not be assessed unless otherwise agreed in writing.</p> <p>Unless carried out or updated within the preceding year, the surveyor will carry out a Target Appraisal of the survey area or update same and allocate Target Ranges based on estimated average road speed and vehicle and pedestrian flow rates.</p> <p>The surveyor, supported by a driver and complying with the New Roads and Street Works Act 1991, will travel the specified roads. The intention is not to inspect each individual tree in detail or to view all parts or all sides of every tree but to take a general view of trees situated within the highway and to look for signs of substantial defects or ill health that might be significant in relation to the Target Range.</p> <p>Defects and other features identified as being significant in relation to the 'Target' will be recorded and the affected tree/s will be plotted and a Quantified Tree Risk Assessment will be carried out.</p>

Subject to access being available, trees will usually be individually plotted and recorded where the surveyor considers that the annualised risk of harm is likely to be 1/100,000 or greater.

**Walkover  
Assessment**

Having carried out a Target Appraisal, the assessor will walk the site, not with the intention of inspecting or surveying each tree or viewing all parts or all sides of each tree but to take a general overview of trees and look for signs of obvious defects or ill-health that might be significant in relation to the Targets. The level of detail at which trees are assessed will be guided by the Target Appraisal and the surveyor's initial observations.

The assessor will plot trees in groups or plot a road or footpath against which to assess the trees. Obvious defects or signs of ill-health identified by the assessor as being significant in relation to the Targets will be recorded and the given tree will either be identified on the Tree Risk Assessment Drawing or by a numbered metal/plastic tag fixed to the stem or both.

Where an individual tree is recorded, a Quantified Tree Risk Assessment will be carried out. Where the assessor considers necessary the survey and recording of individual trees, they will (unless excluded by contract) be surveyed and recorded as described for Individual Tree Assessment (below) for which an agreed unit rate will be charged. Where the Walkover Assessment identifies numerous trees as requiring Individual Tree Assessment a separate survey may be arranged and charged at an agreed unit rate, unless excluded by contract in which case the Individual Tree Assessment will be recommended as a management option.

When the assessment of a group, road or footpath has been completed and the higher risk trees recorded individually, the highest residual risk will be described and recorded against the group.

**Individual Tree  
Assessment**

Having taken a view of the land-use (Targets), the assessor will assess and record the specified tree. The intention will not be the detailed inspection of the tree but to take a general view and look for signs of obvious defect or ill-health that might present a significant risk of harm to the identified Targets. The tree will be assessed as appropriate in the context of the land use, from the ground, using binoculars where appropriate.

The tree will be identified either on the Tree Risk Assessment Drawing or by a numbered tag fixed to the stem, or both. Signs of defect or ill-health identified as being potentially significant in relation to the Targets will be recorded against the tree. Where the surveyor considers necessary the detailed inspection of trees to ascertain the extent and significance of defects or other features, they will (unless excluded by contract) inspect and record the tree as described for Detailed Tree Inspection (below) and, unless otherwise included in the contract, be charged at an agreed unit rate. Where the Individual Tree Assessment identifies more numerous trees as requiring Detailed Tree Inspection than the agreed quota, a separate visit will be scheduled, unless excluded by contract in which case the Detailed Tree Inspection will be recommended as a management option.

**Detailed Tree Inspection** Having carried out a Target Appraisal, the assessor will investigate, evaluate and record defects, decay, ill-health and other conditions to establish their likely effects mechanical integrity of the trees.

**Invasive Investigation** Where considered necessary by the assessor, Invasive Investigation may be employed and might include but not be limited to:

- extraction of soil samples
- root-collar excavation (the use of hand-excavation of ground around the base of the tree)
- test-boring with twist-drill or microdrill (Resi 400 ™)
- extraction of increment cores
- removal of loose dead bark
- removal of live bark
- removal of shoots, branches and foliage
- removal and identification of fungi

When considered necessary, laboratory analysis of samples will be commissioned and will be charged at cost plus 10% unless excluded by contract in which case laboratory analysis may be recommended.

**Aerial Inspection** Aerial Inspection is the climbing assessment of those parts of the tree that cannot be assessed while standing on the ground. Aerial Inspection will usually be carried out by ascending the tree using rope and harness or by Mobile Elevated Work Platform. For reasons of safety, both of these methods require the presence of a second competent climber. A lone assessor using a ladder might, taking appropriate precautions, carry out inspections within 4 metres of ground level.



**Seed Arboriculture Ltd**  
Suite F6.1B, 1<sup>st</sup> Floor  
Adelphi Mill  
Bollington  
SK10 5JB

01625 460252  
07498 208527  
info@seed-arb.co.uk  
seed-arb.co.uk

**Disley Parish Council**

Buxton Old Rd  
Disley  
Stockport  
SK12 2BB

**FEE PROPOSAL: 12 x DISLEY PARISH COUNCIL SITES**

**OVERVIEW**

Seed Arboriculture Ltd are pleased to provide our scope of works and associated costs for undertaking the arboricultural services as requested.

**DATE**

14<sup>th</sup> November 2025

**SCOPE OF WORKS**

This proposal covers a tree risk management survey across 12 sites owned and managed by Disley Parish Council.

As the landowner / manager, Disley Parish Council has a legal duty of care under both civil and criminal law to ensure the safety of individuals on or near its land. This includes mitigating potential risks associated with falling trees or branches.

**REFERENCE**

Fee Proposal – SA-  
2772 Rev A

The scope of work has been defined based on our correspondence and the plans provided. It is designed to support Disley Parish Council in fulfilling its duty of care as outlined above. The scope has been defined below:

**Tree Risk Management Survey**

Site visit to carry out a tree risk management of each site listed below. A proportionate approach is proposed which includes a basic assessment of all trees within the site boundaries. Only trees which require a further detailed assessment or require specific consideration will be recorded in the survey.

**Tree Survey Summary Report**

Where trees are recorded which require risk management works, a summary report will be prepared following the survey. The summary report will include an overview of the survey results and the items below:

- Tree Works Schedule
- Tree Location Plan
- Tree Risk Management Strategy

FEE SUMMARY	
Work Element	Fee
<p><b>Tree Risk Management Survey:</b> Carry out a basic / detailed level assessment of trees within all specified zones.</p> <p>A list of all 12 sites is provided at <b>Appendix 1</b>. Site boundaries have been determined with reference to the previous Tree Survey Report (Murray Tree Consultancy 2024)</p> <p>Inclusive of all mileage and expenses.</p>	<p><b>£2700.00 + VAT</b></p>
<p><b>Tree Survey Summary Report</b></p> <p>Where trees are recoded which require risk management works, a summary report will be prepared following the survey. The summary report will include an overview of the survey results and the items below:</p> <ul style="list-style-type: none"> <li>• Tree Works Schedule</li> <li>• Tree Location Plan</li> <li>• Tree Risk Management Strategy</li> </ul> <p>*Includes access to TreePlotter Online Mapping &amp; Inventory<sup>1</sup></p>	<p><b>Per report</b></p> <p><b>£1250.00 + VAT</b></p>

Fees quoted exclude VAT at 20%.

This fee proposal excludes the cost of third-party services such as data searches or provision of TPO documents. These will only be charged with prior agreement of the client and no fee will be added to the third-party cost.

<sup>1</sup> TreePlotter Online Mapping & Inventory: The Client will have full access to view live and interactive mapping of the tree survey. This system provides a date stamped audit trail of inspections for each tree when any updates are made.

The data can be viewed on any device with internet browser capability including PC / Laptops and smartphones / tablets while on-site.

**Registered Office:** Suite F6.1b, First Floor, Adelphi Mill, Bollington, SK11 8JL

**Company No:** 12170008

[SEED-ARB.CO.UK](http://SEED-ARB.CO.UK)



## PROJECT TEAM

**Director:** Sam Hobson *MICFor (Chartered Arboriculturist), BSc (Hons), MArborA*

**Principal Arboricultural Consultant:** Sebastian Onslow *MICFor (Chartered Arboriculturist), FdSc (Arb), MArborA*

**Senior Arboricultural Consultant:** Wilson Scott *BSc (Hons), MArborA*

**Arboricultural Consultant:** Sam Selwyn *Dip Arb L4 (abc), TechArborA*

## TIMING

Subject to the receipt of all required documents and plans, the desktop and survey work can be commenced within **20 working days** of instruction unless otherwise requested and agreed in writing.

## REQUIREMENTS

Prior to commencement of work, we will require the following information and documents:

- Client to provide safe, unrestricted access to the site, subject to prior arrangement. Client to provide details of any potential on-site risks or hazards
- Topographical survey – for accurate location of features, we require a topographical survey. This should be supplied in DWG or DXF format. Alternative plans, such as OS, may be utilised subject to prior agreement.

## SUMMARY

The following quotation is subject to the Seed Arboriculture Ltd - Terms of Business which can be found attached. I hope you find the quotation acceptable and we will be able to work together on this project. Please do not hesitate to contact me should you require any further clarification. I look forward to hearing from you in the near future.

Kind Regards,

A handwritten signature in black ink, appearing to read "Sam Hobson".

**SAM HOBSON** *MICFor (Chartered Arboriculturist), BSc (Hons), MArborA*

Director – SEED Arboriculture Ltd

**Registered Office:** Suite F6.1b, First Floor, Adelphi Mill, Bollington, SK11 8JL

**Company No:** 12170008

**SEED-ARB.CO.UK**

The logo for the Institute of Chartered Foresters, consisting of a stylized blue and green graphic followed by the text "Institute of Chartered Foresters".

The logo for the Arboricultural Association, featuring a green tree icon above the text "Arboricultural Association Professional Member".

## APPENDIX 1

Tree Survey Sites	
Site Number	Site Reference
Site 1	Disley Dam & MAFF Field
Site 2	Red Lane Woodland & Scout Hut
Site 3	Memorial Park
Site 3a	Railway land south of Memorial Park
Site 4	The Lea
Site 5	Hagg Bank Allotments
Site 6	Arnold Rhodes Park
Site 7	Springfield Road Allotments
Site 8	Land to rear of Esso Garage
Site 9	Greystone Allotments
Site 10	Newtown Lane Playing Fields
Site 11	Disley Community Centre
Site 12	Land south of Red Lion

18.

**BT quote**

Regarding your BB in question, we can offer

SOGEA Standard Fibre Superfast 76

£40.95 a month

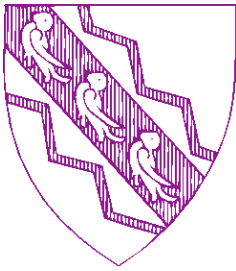
Connection charge of £39.95

And router delivery of £12.95

Your paying £44.53 at the moment so an upgrade without the added cost!

This would have to be a 36-month contract if that doesn't work please let me know, any questions please reach out.

Many Thanks



# DISLEY PARISH COUNCIL

Sarah Allen *Disley Parish Clerk*

Tel: 01663 762726

Email: [admin@disleyparishcouncil.org.uk](mailto:admin@disleyparishcouncil.org.uk)

Web: [www.disleyparishcouncil.org.uk](http://www.disleyparishcouncil.org.uk)

Twitter: [@disleypc](https://twitter.com/disleypc)

20.

## MEETING SCHEDULE 2025/26

Meeting to be held at Disley Community Centre

2026	January	8 <sup>th</sup> January	7:00pm	Council Meeting
	February	12 <sup>th</sup> January	7:00pm	Council Meeting
	March	12 <sup>th</sup> March	7:00pm	Council Meeting
	April	9 <sup>th</sup> April	7:00pm	Annual Parish Meeting
	May	14 <sup>th</sup> May	7:00pm	Annual Council Meeting
	June	11 <sup>th</sup> June	7:00pm	Council Meeting
	July	9 <sup>th</sup> July	7:00pm	Council Meeting
	August	No meeting		
	September	10 <sup>th</sup> September	7:00pm	Council Meeting
	October	8 <sup>th</sup> October	7:00pm	Council Meeting
	November	12 <sup>th</sup> November	7:00pm	Council Meeting
	December	10 <sup>th</sup> December	7:00pm	Council Meeting

23.

**Sent:** 01 December 2025 12:26

**Subject:** Newly published decision: Officer Delegated Decision A6 Disley AQMA Revocation

Recommendations Approved

A decision by Executive Director Place has been published: Officer Delegated Decision A6 Disley AQMA Revocation

Decision:

That approval is given for the making of an order to revoke the Air Quality Management Area designated by the Air Quality Management Area (Market Street, Disley) Order 2010, in relation to a breach of the nitrogen dioxide (annual mean) objective as specified in the Air Quality (England) Regulations 2000 (as amended).

You can view this decision using the link: [Decision details on intranet web site](#)

To see the publicly available information, follow the link: [Decision details on public web](#)  
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**26. Disley Parish Council Project Teams 2025/26**

**04/12/2025**

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	<p>03/11/25 - heaters installed in hall and working well Project team meeting tba</p> <p>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</p> <p>16/07/25 - Cllr Pattison - in contact with plumber to provide 3rd estimate for replacement heating.</p> <p>JP in contact with flooring supplier to arrange date to fit nonslip flooring in rear entrance hall.</p> <p>13/05/25 - Cllr Pattison - seeking 3rd quote for heater replacement in Community Hall</p> <p>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</p>
Community Transport Scheme	To monitor on-going effectiveness of the Community Transport Scheme.	Cllr. Adams	Cllr. Windsor Admin Assistant Parish Clerk	<p>02/12/2025 - Notes from meeting held 21/11/25 included in agenda pack</p> <p>04/11/25 - Budget meeting held 31/10/25. Next meeting 21/11/25</p> <p>30/09/25 - next meeting TBA October</p> <p>29/08/25 - Cllr Adams - Group hires are currently under review.</p> <p>15/07/25 - Cllr Adams - notes from meeting 13th June included in the agenda pack</p> <p>03/06/25 - Cllr Adams - next meeting Friday 13th June</p> <p>12/05/25 - Cllr Adams - meeting to be arranged June / July</p> <p>15/04/25 - Cllr Adams -Bookings for May/June trips going very well with some new destinations. Some trips are already fully booked</p>
Street scene and village maintenance	TBC	Cllr. Bull	Cllr. Pattison	<p>02.12.2025 - The Rangers are progressing through Street scene. This work has been praised by the local community.</p> <p>03/11/25 - Rangers have been given Streetscene actions - update at Friday morning meeting</p> <p>30/09/25 - Cllr Bull - Streetscene review undertaken and actions noted</p> <p>03/09/25 - Cllr Bull - no update</p> <p>15/07/25 - Cllr Bull - no update</p> <p>14/05/25 - Cllr Bull - no update</p> <p>16/04/25 - Cllr Bull - no update.</p> <p>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.</p>

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	<p>04/11/25 - Cllr Pattison - 2 further meetings arranged with play equipment suppliers re accessible equipment at AR. Cllr Adams has made enquiries re use of section 106 monies. JP &amp; JW also had meeting with young resident to consider possible installation of skate board rail - advice to be sought. Newtown - response from UU legal department awaited regarding water leaks adjacent to mains water pipeline.</p> <p>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</p> <p>2/9/25 - Cllr Pattison - Works on wall at Newtown almost complete in preparation for fencing.</p> <p>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.</p> <p>13/05/25 - Cllr Pattison - Arnold Rhodes Play Park - Awaiting ROSPA report. Newtown - seeking 3rd quote for removal of collapsed wall and replacement fencing.</p> <p>14/4/25 - Cllr Pattison: Arnold Rhodes play park - play equipment &amp; benches cleaned and DPC ranger carrying out moss removal in tennis court and edging footpaths. Price received from Northwich TC to supply &amp; install accessible roundabout. ROSPA safety report due late April.</p> <p>28/2/25 - Cllr Pattison - Project group to meet with Ranger - date tbc. MUGA - replacement floodlight has been</p>
Village Events	To develop and monitor a broad range of Community Events.	Parish Clerk	Cllr. Windsor Cllr. Scale Cllr. Pattison Admin Assistant	<p>03/11/25 - Meeting conducted today - minutes will be published as soon as possible</p> <p>30/09/25 - Parish Clerk - Meeting conducted today, minutes published as soon as possible</p> <p>02/09/25 - Cllr Pattison - Project group presenting estimate re Xmas event to council meeting on 11/9/25.</p> <p>Arrangements for Autumn Litter Pick on 13th September complete.</p> <p>16/07/25 - Cllr Pattison - no update - next meeting is 4th August 2025 on teams.</p> <p>13/05/25 - Cllr Pattison - no update. Next meeting is 2nd June 2025 on Teams.</p> <p>14/4/25 - Cllr Pattison: Well attended litter pick on 29th March. Report prepared for council meeting re costings for Christmas to include Extravaganza.</p> <p>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.</p> <p>02/08/24 - Parish Clerk - Disney Showcase very successful event</p>

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 <b>External members:</b> Clare Johnson - CEC Suzanne Rhodes - EOLP Emma Paddle - Middlewood Practice Lisa Joslin - East Cheshire NHS/BDP	<b>02.12.2025 - Next meeting Thursday 18/12/25 on Teams</b> 04.11.2025 - Cllr Adams - minutes from meeting on 9/10/25 in agenda pack. Next meeting 18/12/25 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

28a.



**Dan Price**  
**Cheshire**  
**Police & Crime**  
**Commissioner**

Police and Crime Panel  
C/O Martin Smith

Sent by email

**Dan Price**  
Police & Crime Commissioner  
Office of the Police & Crime Commissioner  
Runcorn Town Hall  
Heath Road  
Runcorn  
Cheshire  
WA7 5TD

Date: 18<sup>th</sup> November 2025

**Our Ref:**  
PCC/20251118

**Your Ref:**

**Tel:**  
01606 364000

**Email:**  
[pcc@cheshire-pcc.gov.uk](mailto:pcc@cheshire-pcc.gov.uk)

Dear Martin

You may have received correspondence from the Cheshire Chief Constable about proposals to reduce the number of PCSOs in Cheshire as part of the 2026–27 budget discussions. I want to reassure you that this is only one element of a much wider budget planning conversation for next year.

At this point, I cannot say the number of PCSOs that are affected as that work is still ongoing and will be concluded in the new year as part of the budget setting process. What we can confirm for residents is that in 2026, Cheshire will have a larger neighbourhood policing presence, one which reflects the changing needs of our communities, and delivers against the extra £3m grant from government for neighbourhood policing.

As part of my role in holding the Chief Constable to account, I will continue to scrutinise how community policing is delivered, including a review of the neighbourhood policing model and its 122 wards.

Once the Government announces the funding settlement in late December, I will consult with partners and the public on my budget plans before submitting my precept recommendation to the Police and Crime Panel in early February. Above all, I want to make it clear that visible policing and public safety remain key in delivering my Police and Crime Plan. I am determined that whatever changes are eventually agreed, the communities of Cheshire will continue to be served by officers who are visible, accessible, and focused on keeping people safe.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Dan Price'.

Dan Price  
Police & Crime Commissioner

28b.

Early budget conversations have now started in preparation for the 26/27 financial year. As part of this work, on Monday the Chief Constable started an internal consultation on proposals to reduce the number of PCSOs in Cheshire. I want to reassure you that this is only one element of a much wider budget planning conversation for next year.

At this point, I cannot say the number of PCSOs that are affected as that work is still ongoing and will be concluded in the new year as part of the budget setting process.

I made an announcement in April 2025 about an additional £3m of funding from government to enhance neighbourhood policing. At that point, Cheshire had 251 dedicated public servants in neighbourhoods working as Inspectors, Sergeants, Officers and PCSOs. The budget we are discussing forecasts 327 people working in neighbourhoods as Inspectors, Sergeants, Officers and PCSOs.

The precise number of PCSOs as a part of that mix is yet to be decided. But I must reassure panel members and residents that I am committed to delivering my promise as set out in the police and crime plan of ensuring a named PC or PCSO for every ward in Cheshire. I want to be clear, We ARE increasing the size of the neighbourhood policing team in Cheshire.

I am holding the Chief Constable to account in this area and continue to scrutinise how community policing is delivered. And because of the increase in policing numbers, I have requested a review of the 122 wards of the neighbourhood policing model.

Once the Government announces the funding settlement in late December, I will consult with partners and the public on my finalised budget proposals before submitting my precept recommendation to this Panel in early February.

**Dan Price | Police & Crime Commissioner**



**Dan Price**  
Cheshire  
Police & Crime  
Commissioner

**Email:** [PCC@cheshire.police.uk](mailto:PCC@cheshire.police.uk)

**Address:** OPCC Office | Runcorn Town Hall | Runcorn | Cheshire | WA7 5TD

28c.



Mr Dan Price,  
Police and Crime Commissioner for  
Cheshire

Cheshire East Council  
Delamere House  
Delamere Street  
Crewe  
Cheshire  
CW1 2JZ

[judy.snowball@cheshireeast.gov.uk](mailto:judy.snowball@cheshireeast.gov.uk)

**Date:** 28<sup>th</sup> November 2025

Dear Commissioner,

## **NEIGHBOURHOOD POLICING**

Thank you for attending last Friday's meeting of the Police and Crime Panel in Ellesmere Port and for briefing the Panel on the important issue of neighbourhood policing. You will recall that the Panel resolved that I should write to you.

The Panel appreciates that this is a sensitive issue and that at this early stage no final decision has been made on the balance between warranted Officers (Inspectors, Sergeants and Constables) and Police Community Support Officers (PCSOs). The Panel also recognises that the final decision on the allocation of staffing resources is not yours to make but is that of the Chief Constable.

Nevertheless, the Panel voted to accept your Police and Crime Plan in February 2025. In doing this the Panel accepted that in delivering the three pillars of your Plan, the first of which is "Listen to the Public" you made a commitment to:

Listen [to] Locally informed policing priorities.

- *To ensure the local community has a voice in how policing is delivered in the local area, by communicating and engaging with as many Cheshire residents, partners and stakeholders.*
- *[To] reach more people by reflecting modern ways of communicating.*

The third pillar of the Plan is “Reduce Crime” and as part of this you acknowledged that ‘neighbourhood policing is at the heart of building safer communities’ and you promised:

- *To make sure officers work in partnership with communities and other stakeholders to build a positive relationship.*
- *To provide a designated contact who will be a police officer or PCSO for an area, contactable via a direct email address.*

The Panel very much values the importance of neighbourhood policing to the county, your announcement in April about an additional £3 million of funding from Government to enhance neighbourhood policing was both welcomed and supported by the Panel. However, as you will have picked up from the lengthy discussions at the Panel last Friday, Panel members do have very real concerns at the impact on communities across Cheshire of any significant reduction in the numbers of PCSOs employed by the Constabulary. In many communities it is PCSOs who are the face of policing in Cheshire, PCSO’s are valued members of those communities, and their importance cannot be overestimated.

In expressing its concerns at the meeting on Friday, the Panel made it clear that your role gives you the responsibility for setting the strategic direction for policing in Cheshire through your Police and Crime Plan. You also have the important responsibility of holding the Chief Constable to account on behalf of the people of Cheshire. As an outward manifestation of these important responsibilities the Panel hopes to see a proactive dialogue with all stakeholders before the final decision on this issue is taken and for the public to be listened to as part of this process, and as promised in your Plan.

Panel members would be grateful if over the coming weeks you could take their views on the important role that PCSOs play into consideration as plans for the next financial year evolve. It would be appreciated if you could make the Chief Constable aware of the discussion on this issue at Friday’s meeting.

The Panel looks forward to receiving further briefing on this issue as plans develop in the runup to the debate that will be held in early February 2026 on your precept for 2026/27.

Yours sincerely,

*Judy Snowball*

**Councillor Judy Snowball**  
**Chair of the Cheshire Police and Crime Panel**

26d.

Online survey links for the survey being circulated by the PCSOs.

<https://www.surveymonkey.com/r/BB66P3D>

<https://www.surveymonkey.com/r/TNWHPFC>