

A 1

9

LB



came&company
local council insurance

A Gallagher Company

Mrs Rebecca Turner
Cressage, Harley & Sheinton Parish Council
The Old Police House
Nesscliffe
Shrewsbury
Shropshire
SY4 1DB

*address change
noted 28/07/21*

INVOICE

Date: 6th May 2021

Client Reference: 1578614

Type of Policy	Insurer	Insurer Pol No.	Policy Term	Premium(£)
Local Council Scheme	Hiscox	1891376	01/06/2021 to 31/05/2022	£902.23
Sub Total				
Total Fees				£902.23
IPT at the prevailing rate				£50.00
TOTAL				£108.27
				£1,060.50

Payment Options	Notes
BACS Payment	If you'd like to pay by bank transfer, please send your payment to : Bank : Lloyds Sort Code : 30-80-12 Account : 19511668 Reference: Please quote 1578614
Cheque	Please make your cheque payable to Came & Company with 1578614 noted on the reverse Please post them to; Blenheim House, 1-2 Bridge Street, Guildford, Surrey GU1 4RY

dyl



came&company
local council insurance
A Gallagher Company

Came & Company Local Council Insurance
Blenheim House, 1-2 Bridge Street, Guildford, Surrey, GU1 4RY
T: 01483 462860
E: local.councils@cameandcompany.co.uk
www.parishinsurance.co.uk

Came & Company Local Council Insurance is a trading name of Arthur J. Gallagher Insurance Brokers Limited, which is authorised and regulated by the Financial Conduct Authority. Registered Office: Spectrum Building, 7th Floor, 55 Blythswood Street, Glasgow, G2 7AT. Registered in Scotland. Company Number: SC108909

A2

11

Cressage Harley & Sheinton Parish Council

Clerks salary & Expenses	sal	PAYE	NI	Amount due
Salary April	689.00	87.00	0.00	602.00
expenses WFHA Feb Mar				10.00
Travel to meeting	32.00	0.45		14.40
total due				626.40

ljf

LB

13

Locum Clerk Expenses

Date	Description		£
------	-------------	--	---

26-May-21	Attendance at the Annual Parish Meeting and Annual Parish Council Meeting at Cressage Village Hall and minute writing	8 hours @ £21 per hour	168.00
	Travel expenses - (return journey)	16 miles @ .45p per mile	7.20

TOTAL 175.20

A3

14

17

Cressage Harley & Sheinton Parish Council

Clerks salary & Expenses		sal	PAYE	NI	Amount due
Salary	June	826.80	114.80	3.58	708.42
expenses	WFHA May/June				20.00
Travel to meeting		32.00	0.45		14.40
stamps					10.20
stationery					27.49
total due					780.51

Modify Export

Payroll Summary

MONTH 4 ENDING 31 JULY, 2021

Name	Surname	Gross Pay	Taxable gross	Tax	NIC-able gross	Employee NICs	Postgrad Loan deduction	Net pay	Take-home pay	Employer NICs	Employer pension	Cost to employer
Ian	Cruise-Taylor	528.40	528.40	105.60	528.40	0.00	0.00	422.80	422.80	0.00	0.00	528.40
Lorna Carmel	Pardoe	137.80	137.80	-23.20	137.80	0.00	0.00	161.00	161.00	0.00	0.00	137.80
TOTAL (2 employees)		666.20	666.20	82.40	666.20	0.00	0.00	583.80	583.80	0.00	0.00	666.20

4
clg 2301.

This service is managed by DM Payroll Services Ltd • Securely powered by Microsoft Azure (https://azure.microsoft.com/en-gb/support/trust-center/)

VB

#7

36

Ian Cruise-Taylor Month Ending 31 Aug 2021

Cressage Harley Sheinton

Employee Details

Works number	2
Tax code	BR
National Insurance number	YR 42 22 00 C
National Insurance table	C

Payments

Monthly pay	£572.44
<i>Total</i>	£572.44

Deductions

Tax	£114.40
National Insurance	£0.00
<i>Total</i>	£114.40

This Month

Taxable gross pay	£572.44
Net pay	£458.04

Year to Date

Taxable gross pay	£1,100.84
Tax	£220.00
Employee National Insurance	£0.00
Employer National Insurance	£0.00

Payment

£458.04
Paid by Cheque 31/08/2021

Employer PAYE Reference: 120/LA56153

Chq. 002308
12/08/21
new chq 002309

18

INVOICE

01952 510407
07813 306098
slbgroundcare@gmail.com

39 The Moors
Cressage
Shrewsbury
Shropshire
SY3 3DB



37
dy 002310

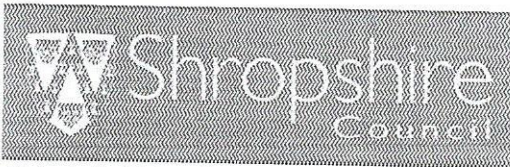
INVOICE NO.2395.
DATE 1/08/21.
TERMS: 14 days.

To
Cressage,Harley & Sheinton
Parish Council
Shrewsbury

Description	Hours	Rate	Total
Highways and environmental maintenance contract for 2021/22 from April 21. This invoice is for August 2021. As agreed.			£682.58.
Extra works requested in July, marking out one rounders pitch on recreation field, 1 hour plus paint.			£52.90.
		Sub Total	£735.48.
		Total	£735.48.

Cheques payable to S L BOTT.
Bank Payment: Account: 23818985. Sort code: 07-01-16.

#9



INVOICE

Shirehall, Abbey Foregate, Shrewsbury,
Shropshire, SY2 6ND

Invoice Number 7128359

To:

Cressage Harley & Sheinton Parish Council
Orchard House,
Mytton Mill,
Mill Drive,
Forton Heath
Shropshire
SY4 1HQ

39
Chg 002311

Invoice Date 31/08/2021

Due Date 20/09/2021

Your Order No

Ordered By

Customer No 2002456

VAT Reg No GB 1623 474 72

Enquiries To: Elaine O'Rahilly

Phone: 01743250449

Email: elaine.orahilly@shropshire.gov.uk

Description	Unit	Qty	Price/Unit	Net	VAT	VAT %
Joint energy costs 2nd Quarter For period 1 July 2021 - 30 September 2021	EA	1.00	219.02	219.02	43.80	20%

Net Total 219.02

VAT Total 43.80

Total Due 262.82

THIS INVOICE IS NOW DUE FOR PAYMENT. PLEASE REMEMBER TO INCLUDE THIS SLIP WITH YOUR PAYMENT.
IF YOU HAVE ARRANGED PAYMENT BY DIRECT DEBIT, THIS NOTIFICATION IS FOR INFORMATION ONLY.

Cressage Harley & Sheinton Parish Council

CUSTOMER NO. 2002456

INVOICE NO 7128359

TOTAL DUE 262.82



982603072200245671283594

Our Standard Payment Terms are 20 Days from Invoice Date

SEE OVER FOR PAYMENT DETAILS

Shropshire Council has the facility to issue invoices by email.
Please send your preferred email address to salesledger@shropshire.gov.uk
quoting "e-invoicing 2002456" in the subject field.

UB

A10

INVOICE

89



01952 510407
07813 306098
slbgroundcare@gmail.com

39 The Moors
Cressage
Shrewsbury
Shropshire
SY5 6DB

chg
002346

INVOICE NO. 2428.
DATE 06/02/22.

TERMS: 14 days.

To
CHS Parish Council
Cressage
Shrewsbury
Shropshire.

Description	Hours	Rate	Total
Extra maintenance and repairs requested.			
Harley lay-by tree maintenance, 6 hours for 2 men at agreed hourly rate in contract,	12 hours	£37.14ph-pm	445.68.
Recreation Play equipment and pavilion repairs, 1: replace net backboards on basketball court with New as Old are rotten, 2: replace side boarding on BMX ramps as a old was rotten and missing with new, 3: repair vandalised wooden fencing and replace with new boards were damaged, 4: replace door locks onto doors of the pavilion as the old were damaged and not working.			
Materials used, 4 sheets of exterior marine plywood boards, 10 feather edge fencing boards, tin of black exterior wood paint, 2 new 5 lever dead locks, 4 hours for 2 men at agreed hourly rate in contract,	8 hours	£78.57ps £02.58pb £15.99. £13.45. £37.14ph-pm	£314.28. £25.80. £15.99. £26.90. 297.12.
		Sub Total	£1125.77.
		Total	£1125.77.

Cheques payable to S L BOTT.

Bank Payment: Account: 23818985. Sort code: 07-01-16.



A 11

Dr. to **D. and M. EVANS**

STEEL FABRICATIONS

COATES WORKSHOP, STRETTON ROAD, MUCH WENLOCK, TF13 6DD

Telephone: MUCH WENLOCK (01952) 727859

79

4798 2338

pd
Cheq - 14/12/11

10-12

2021

W. Cressage, Hasley, St. Martin Parish Council,
Orchard House, Mytton Mill, Forton Heath, SY41 1H9

Ref: Cressage War Memorial 02-11/11/21

*Removal of bench and perimeter chains -
- shot-blasting all - repairs to bench -
- re-painting bench and chains - refitting all.*

Total Labour and Materials

615 00

V.A.T. Reg. No.: 467 8132 21

HSBC
A/C No: 21088769
SORT: 40-13-24
NAME: D AND M EVANS

NETT TOTAL	615 00
V.A.T.	123 00
TOTAL £	738 00

A12



Shropshire Council

Telephone: 0345 678 9000
E-mail: purchaseledger@shropshire.gov.uk

Remittance Advice

Cressage Harley Sheinton Parish Council
C/O Rebecca Turner
The Old Police House
Nesscliffe
Shropshire
SY4 1DB

Payment Date: 23/04/2021

Supplier ID: 1002403

Remittance Number: 2104216

Page 1 of 1

Date	Your Reference	Our Reference	Amount Payable
01/04/2021	Precept 2021/22	3225728	27,297.00
Total Amount:			27,297.00

Payment Account Details
 Sort Code: 30 - ** - **
 Account Number: **** 9578
 Account Name: Cressage Harley Sheinton Parish Council

address change advised.

A14



CONTRACT OF EMPLOYMENT

This contract of employment ("the contract") contains the main terms and conditions of your employment with Cressage, Harley and Sheinton Council ("the Council"). It includes all the written particulars required by the Employment Rights Act 1996.

THE EMPLOYER:: Cressage, Harley and Sheinton Parish Council

THE EMPLOYEE: Ian Cruise-Taylor

DATE OF ISSUE: 16th September 2021

1. COMMENCEMENT DATE

- 1.1 Your employment with Cressage, Harley & Sheinton Parish Council began on 5th July 2021 ("the commencement date").

2. CONTINUOUS SERVICE

- 2.1 Subject to 2.2 below, no period of employment before the commencement date counts as part of your period of continuous service.
- 2.2 For the purposes of entitlements to annual leave, sick pay arrangements, and maternity arrangements, continuous service includes continuous previous service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 applies.

3. CONDITIONS OF SERVICE

- 3.1 The National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services ("the Green Book") applies to your employment save as amended by this contract.

4. PROBATION

- 4.1 Your appointment is subject to satisfactory completion of a probationary period of not less than 13 weeks.

5. JOB TITLE

- 5.1 You are employed as Parish Clerk and Responsible Financial Officer

6. JOB DUTIES

- 6.1 You are expected to perform all duties which may be required of you as set out in the attached job description.
- 6.2 The Council may from time to time wish to amend your job description. You may be required to undertake other duties to meet the requirements of the job.

7. DECLARATION OF OTHER EMPLOYMENT

- 7.1 You shall not undertake other employment without the Council's written consent. Such consent shall not be unreasonably withheld.

8. PLACE OF WORK

- 8.1 Your usual places of work are:
Home address
Address of the venue for the Council's meetings
Address of the venue for meeting the public.

9. SALARY

- 9.1 Your salary is £ 25,481 per annum being the current salary point SCP 19 within the LC2 range in scale 18-23 as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales. (this point in recognition of you holding CiLCA)
- 9.2 Subject to satisfactory performance, you will progress automatically through the range 18-23 in salary scale LC2 by annual increments until you reach the maximum salary in the range. Your first increment will be payable on 1st April 2022 and thereafter on the 1st April each year until you reach the maximum of the scale. The Council may withhold an increment if it is considered that performance fell below the level expected, following an annual appraisal, or award an additional increment for exemplary performance if it chooses to do so.
- 9.2 One salary point will be added to your salary, up to a maximum of four points, for success in obtaining or already holding any of the following relevant qualifications:
- The Certificate in Local Council Administration Certificate of Higher Education in Community Engagement and Governance - Level 1 or equivalent qualification previously awarded by the University of Gloucestershire
 - the Certificate of Higher Education in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire
 - the Diploma in Higher Education in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire
 - BA (Hons) Degree in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire.
- 9.3 Your salary will be paid to you by cheque or bank transfer on 28th of each month.

A15



CONTRACT OF EMPLOYMENT

This contract of employment ("the contract") contains the main terms and conditions of your employment with [] Council ("the Council"). It includes all the written particulars required by the Employment Rights Act 1996.

THE EMPLOYER:: Cressage, Harley and Sheinton Parish Council

THE EMPLOYEE: Lorna Pardoe

DATE OF ISSUE: 3rd March 2021

A15



1. COMMENCEMENT DATE

- 1.1 Your employment with Cressage , Harley & Sheinton Parish Council began on.....1st February 2021..... (“the commencement date”).

2. CONTINUOUS SERVICE

- 2.1 Subject to 2.2 below, no period of employment before the commencement date counts as part of your period of continuous service.
- 2.2 For the purposes of entitlements to annual leave, sick pay arrangements, and maternity arrangements, continuous service includes continuous previous service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 applies.

3. CONDITIONS OF SERVICE

- 3.1 The National Agreement on Pay and Conditions of Service of the National Joint Council (“the NJC”) for Local Government Services (“the Green Book”) applies to your employment save as amended by this contract.

A15



4. PROBATION

- 4.1 Your appointment is subject to satisfactory completion of a probationary period of not less than 13 weeks.

5. JOB TITLE

- 5.1 You are employed as locum clerk

6. JOB DUTIES

- 6.1 You are expected to perform all duties which may be required of you as set out in the attached job description.
- 6.2 The Council may from time to time wish to amend your job description. You may be required to undertake other duties to meet the requirements of the job.

7. DECLARATION OF OTHER EMPLOYMENT

- 7.1 You shall not undertake other employment without the Council's written consent. Such consent shall not be unreasonably withheld.

8. PLACE OF WORK

OR

Working from home

8.1 Your usual places of work are:

Home address

Address of the venue for the Council's meetings

Address of the venue for meeting the public.

9. SALARY

9.1 Your salary is £ 25,801 per annum being the current salary point SCP21 within the LC2 range in scale 18-23 as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales.

THEN EITHER

9.2 You have been appointed to a single salary point and the Council will review your salary annually on the anniversary of your appointment.

A16

LLOYDS BANK



27 April 2022

Page 1 of 1

Cressage, Harley & Shenton Parish Council
Orchard House Mytton Mill
Mill Drive
Forton Heath
SY4 1HQ

Your Account

Sort Code 30-91-19
Account Number 00809578

TREASURERS ACCOUNT

01 August 2021 to 31 August 2021

Money In	£0.00	Balance on 01 August 2021	£2,300.25
Money Out	£1,680.45	Balance on 31 August 2021	£619.80

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
02 Aug 21	002300	CHQ		422.80	1,877.45
04 Aug 21	002306	CHQ		30.00	1,847.45
05 Aug 21	002304	CHQ		18.69	1,828.76
06 Aug 21	002299	CHQ		161.00	1,667.76
09 Aug 21	002302	CHQ		220.26	1,447.50
12 Aug 21	THE RENEWABLE ENER 10154612001	DD		19.89	1,427.61
12 Aug 21	PUBLIC WORKS LOANS CHSPARISH	DD		273.46	1,154.15
12 Aug 21	002305	CHQ		251.02	903.13
16 Aug 21	002303	CHQ		30.00	873.13
17 Aug 21	002298	CHQ		253.33	619.80

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

A16

LLOYDS BANK



27 April 2022

Page 1 of 2

Cressage, Harley & Shenton Parish Council
Orchard House Mytton Mill
Mill Drive
Forton Heath
SY4 1HQ

Your Account

Sort Code 30-91-19
Account Number 00809578

TREASURERS ACCOUNT

01 March 2022 to 31 March 2022

Money In	£3,550.00	Balance on 01 March 2022	£2,252.25
Money Out	£3,585.84	Balance on 31 March 2022	£716.41

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 Mar 22	CRESSAGE, HARLEY & 309119 01131990	TFR	1,500.00		2,252.25
01 Mar 22	CRESSAGE, HARLEY & 309119 01131990	TFR	2,000.00		4,252.25
02 Mar 22	002339	CHQ		20.00	4,232.25
03 Mar 22	002346	CHQ		1,125.77	3,106.48
04 Mar 22	002345	CHQ		458.04	2,648.44
07 Mar 22	002343	CHQ		262.82	2,385.62
09 Mar 22	002347	CHQ		60.00	2,325.62
09 Mar 22	002344	CHQ		114.40	2,211.22
15 Mar 22	THE RENEWABLE ENER 10154612001	DD		12.10	2,199.12
28 Mar 22	BOTT S GROUND CARE	SO		682.58	1,516.54
29 Mar 22	AXA INSURANCE UK P GB4219000560042022	BGC	50.00		1,566.54
29 Mar 22	002351	CHQ		✓ 30.00	1,536.54
30 Mar 22	002356	CHQ		✓ 623.33	913.21
30 Mar 22	002350	CHQ		✓ 30.00	883.21
31 Mar 22 (Continued on next page)	002349	CHQ		✓ 166.80	716.41

AIG

LLOYDS BANK 

Mr I. Cruise-Taylor

Last logged on 27 April 22 at 01:45 PM

Settings

Log off

BUS BANK INSTANT 30-91-19 01131990
CRESSAGE, HARLEY & SHENTON P C - BIA**£ 55,328.36** Balance

0.01 % gross Interest rate

£55,328.36 Available funds:

Trial our accounting software for free for 3 months >

Statement

Search your statement

DATE	DESCRIPTION	TYPE	IN (£)	OUT (£)	BALANCE (£)
25 Apr 22	CRESSAGE, HARLEY & 309119 00809578	TFR		500.00	55,328.36
25 Apr 22	CRESSAGE, HARLEY & 309119 00809578	TFR	25,919.11		55,828.36
11 Apr 22	INTEREST (GROSS)		0.27		29,909.25
09 Mar 22	INTEREST (GROSS)		0.25		29,908.98
01 Mar 22	CRESSAGE, HARLEY & 309119 00809578	TFR		2,000.00	29,908.73
01 Mar 22	CRESSAGE, HARLEY & 309119 00809578	TFR		1,500.00	31,908.73
09 Feb 22	INTEREST (GROSS)		0.28		33,408.73
25 Jan 22	CRESSAGE, HARLEY & 309119 00809578	TFR		2,000.00	33,408.45
10 Jan 22	INTEREST (GROSS)		0.32		35,408.45

A/C

DATE	DESCRIPTION	TYPE	IN (£)	OUT (£)	BALANCE (£)
22 Dec 21	CRESSAGE, HARLEY & 309119 00809578	TFR		2,000.00	35,408.13
09 Dec 21	INTEREST (GROSS)		0.32		37,408.13
24 Nov 21	CRESSAGE, HARLEY & 309119 00809578	TFR		2,000.00	37,407.81
09 Nov 21	INTEREST (GROSS)		0.32		39,407.81
22 Oct 21	CRESSAGE, HARLEY & 309119 00809578	TFR		2,000.00	39,407.49
11 Oct 21	INTEREST (GROSS)		0.37		41,407.49
21 Sep 21	CRESSAGE, HARLEY & 309119 00809578	TFR		2,000.00	41,407.12
09 Sep 21	INTEREST (GROSS)		0.38		43,407.12
01 Sep 21	CRESSAGE, HARLEY & 309119 00809578	TFR		2,000.00	43,406.74
09 Aug 21	INTEREST (GROSS)		0.40		45,406.74
28 Jul 21	CRESSAGE, HARLEY & 309119 00809578	TFR		2,000.00	45,406.34
09 Jul 21	INTEREST (GROSS)		0.39		47,406.34
09 Jun 21	INTEREST (GROSS)		0.24		47,405.95
25 May 21	CRESSAGE, HARLEY & 309119 00809578	TFR	40,000.00		47,405.71
10 May 21	INTEREST (GROSS)		0.06		7,405.71

AC

DATE	DESCRIPTION	TYPE	IN (£)	OUT (£)	BALANCE (£)
09 Apr 21	INTEREST (GROSS)		0.06		7,405.65

A18

Cressage, Harley and Sheinton Parish Council

Bank reconciliation at 31st March 2022

Balance brought forward from Year End 31st March 2021	£28,877.44
Add: Receipts to date	£27,555.39
Less: Payments to date	£26,386.84
Closing Balance at 31st March 2022	£30,045.99

Bank Balances as at 31st March 2022:

Instant account xxxx1990	£29,908.98
Treasurers account xxxx9578	£716.41
less unpresented cheques	£579.40
	£30,045.99

A21

chsparishcouncil@gmail.com

closed
less

From: Leah Swane <Leah.Swane@shropshire.gov.uk>
Sent: 16 September 2021 10:16
To: chsparishcouncil@gmail.com
Cc: Debbie Sharp; Rebecca Clough
Subject: Closure of Cressage Harley and Sheinton Parish Council
Attachments: Cressage Termination Summary Paper_.pdf; Cressage Termination Cert_.pdf

Good morning

We have been informed that Cressage, Harley and Sheinton Parish Council is to close as a scheme employer, as the last active pension scheme member left the scheme on 31 December 2020. Their replacement is not joining the scheme. Mercer, the fund's actuary, has now completed a closure report. Please find attached their report and the termination certificate.

Please do not share this report with anyone before getting the express permission from Mercer to do so.

Funding position at termination date;

Assets	£3,400
Liabilities	£12,400
Surplus/(deficit)	(£9,000)
Funding level	27%
Cost of actuarial fees	£1,820
Final payment due to the fund:	£10,820

The closure sum has been calculated in line with the fund's policy. You joined the fund after 1 July 2012, the fund policy is for you to be assessed on least risk assumptions. Contributing to the liabilities are the fact that:

- the member is so young, and
- gilt yields were particularly low at the termination date.

The closure sum due, £10,820, needs to be paid over to the fund to clear the outstanding deficit and actuary fees. An invoice will be sent to you requesting payment of this sum from the fund accountant.

Kind regards

Leah Swane | Communications & Governance Officer

- ☎ 01743 281032
- ✉ leah.swane@shropshire.gov.uk
- 🌐 www.shropshirecountypensionfund.co.uk
- 📄 Pensions, PO Box 4826, Shrewsbury, SY1 9LJ

Are you pension smart?

1. Visit: www.shropshirecountypensionfund.co.uk
2. Click: 'View your pension online'
3. You will need: Your email address & NI number

Register to view your Local Government Pension Scheme pension online

Shropshire County Pension Fund
IGPS