

Whixall Parish Council



Chairman: Ian Mercer

To all Members of the Council. You are hereby summoned to attend a Meeting of the Parish Council of Whixall to be held on Wednesday 11 September at Whixall Social Centre which will commence at 7.30pm in order to conduct the business enclosed on the agenda below. Members of the public are welcome to attend.

Signed:

A. Mercer

Date: 4 September 2024

1. Chairman's welcome, announcements and public session

Should a member of the public so require they will be permitted to speak. Public speaking time will be limited to 15 minutes, 3 minutes per speaker

2. Apologies

3. Declaration of Disclosable Pecuniary or other interests / requests for dispensations

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members interests maintained by the Monitoring Officer.

Members are reminded that they must declare non-pecuniary interests relating to agenda items

4. To approve the Minutes of the Parish Council Meetings held on 8 May & 10 July 2024

5. Reports

To receive reports from Shropshire Councillors; Parish Councillors and Clerk.

6. Parish Matters

- a. Marlot – to note receipt of reports
- b. Hollinwood Green – to note receipt of quarterly report (circulated)
- c. Council Assets, Moss Cottages Field – to receive verbal report
- d. Newsletter – to agree content and distribution.
- e. Attendance at Meetings

7. Planning

- a. To receive planning applications from Shropshire Council

24/03116/FUL Park Gate, 5 Hollinwood, Whixall

Single storey side extension & installation of log burner

- b. To note planning decisions made by Shropshire Council

24/01318/FUL Land North Meadow View Farm, Church Lane, SY13 2NA
Change of use of land to form dog exercise field including formation of new vehicular access, parking and fencing
Decision: Grant Permission

23/04082/FUL Land to The South Of, Welsh End
Proposed local needs dwelling with garage outbuilding, and formation of driveway and on-site parking area
Decision: Grant Permission

24/02093/FUL Plantation House, Canal Side, Whixall
Creation of an all weather equestrian arena 20 metres wide x 40 metres long (sand and fibre surface) for private use by the householder, bordered with post and rail timber fencing.
Decision: Grant Permission

8. To agree responses to Consultations -

- a. Partnering to Provide Services (Circulated)
- b. Shropshire and Telford & Wrekin Local Nature Recovery Strategy (circulated)

9. Policing Charter

To review Parish priorities (information circulated)

10. Finance

- a) To approve new Financial Regulations (circulated)
- b) To receive Monthly Balance Record and reconciliation (circulated)
- c) To resolve to pay staff salary costs on a monthly basis subject to the production of HMRC payslips by the Clerk.
- d) To resolve to approve outstanding invoices and payments.

Recipient	Reason for Payment	NET	VAT	Total	Reference
Payments Made Before the Meeting					
Hugo Fox	Website costs (May)	19.99	4.00	23.99	10.24DD
Clear Councils	Insurance	657.42		657.42	11.24DD
Hugo Fox	Website costs (June)	19.99	4.00	23.99	12.24DD
NEST	Pension Contributions May	79.45		79.45	13.24DD
Unity Trust Bank	Quarterly Charge	18.00		18.00	14.24DD
Employee	Salary (May and June)	639.18		639.18	15.24
Employee	Reimbursement (May & June)	80.35		80.35	16.24
HMRC	PAYE (May and June)	159.80		159.80	17.24
NEST	Pension Contributions June	79.45		79.45	18.24DD
T Lamb	Reimbursement (fuel)	6.81	1.36	£8.17	19.24
M Spenser	Reimbursement (fuel)	6.68	1.34	£8.02	20.24
Hugo Fox	Website Costs July	19.99	4.00	23.99	21.24DD
Hugo Fox	Website costs (August)	19.99	4.00	23.99	22.24DD
NEST	Pension Contributions Aug	79.45	-	79.45	23.24DD

Funds Transferred Before the Meeting			
From	To	Amount	Reason
Savings	Current Account	£1000	Balance Top Up
New Payments to be approved			
HMRC	PAYE (July)	80.00	80.00 24.24
A Roberts	Salary (July)	319.49	319.49 25.24
MiJan Ltd	Accounting Software	58.50	- 58.50 26.24
HMRC	PAYE (Aug)	79.80	79.80 27.24
A Roberts	Salary (Aug)	319.69	319.69 28.24
A Roberts	Reimbursement (Jul & Aug)	61.45	61.45 29.24

11. Items for Next Agenda

To enable Councillors to bring forward items for the 9 October meeting agenda.

Whixall Parish Council



Chairman: Ian Mercer

Minutes of the Parish Council Meeting Scheduled for 10 July 2024 at Whixall Social Centre starting at 7:30pm

Present:

Councillors: A Rawlinson (meeting Chair); P Rodenhurst

Shropshire Councillors: P Broomhall; E Towers

Clerk: A Roberts

Other Organisations: 0

Members of the Public: 0

Absent

Councillors: I Mercer (Holiday), J Spenser (Holiday), B Harris (Work Commitments), M Howard (Work Commitments), D Edgerton, C Weedall (Sickness), M Evans (Sickness),

65/24 Cllr Rawlinson declared the meeting non-quorate.

The meeting closed at 7.31pm.

Whixall Parish Council



Chairman: Ian Mercer

**Minutes of the Parish Council's Annual Parish Council Meeting held on 8 May 2024
at Whixall Social Centre starting at 7:30pm**

Present:

Councillors: A Rawlinson (meeting Chair); B Harris; J Spenser, M Howard (joined at 7.44pm)

Shropshire Councillors: Cllr P Broomhall

Clerk: A Roberts

Other Organisations 1

Members of the Public 5

35/24 Election of Chairman of the Council

Resolved: Cllr Mercer is elected as Chairman of the Council.

Cllr Mercer to sign the acceptance of office at the earliest opportunity..

36/24 Election of the Vice Chair of the Council

Resolved: Cllr Rawlinson is elected as Vice Chair of the Council.

Cllr Rawlinson signed the acceptance of office and took the Chair.

37/24 Apologies for Absence

Cllr I Mercer, Cllr P Rodenhurst; Cllr M Evans, Cllr E Towers;

38/24 Public Session

Pete Bowyer (English Nature) gave a further update on the following

- The joint letter to residents about maintenance of the Lord Hill ditch will go out on 9 May.
- At a meeting with representatives from the Parish Council it was agreed that Natural England would carry out the replacement of the Marlot Culvert and the Parish Council would pay for materials. This work will take place later in the year.
- Water level management consultation (minute ref 48/24b)
- Natural England are proposing to re-route a ditch adjacent to the Marlot. This will come to the Council through planning.

39/24 Declarations of Pecuniary Interest

None declared.

40/24 Minutes of Previous Meeting

Acceptance of the minutes of the Council meeting held on 10 April 2024 was deferred to the next meeting as no attendees were present at the April meeting.

41/24 To agree Councillor Appointments

a. Personnel Committee

Resolved: Cllr Rawlinson, Cllr Harris and Cllr Mercer will form the Personnel Committee.

b. Flood Liaison Representative

Resolved: Cllr Rawlinson is the Flood Liaison Representative.

- c. Marlot Liaison Group

Resolved: Cllr Mercer, and Cllr Rawlinson will represent the Council on the Marlot Liaison Group.

42/24 To Agree Representatives on Outside Bodies

- a. North Shropshire Area Committee

Resolved: Cllr Harris is the NSAC representative.

- b. Helicopter Noise Liaison Group

Resolved: Cllr Mercer is the HNLG representative.

- c. Whixall URC Graveyard Trust

Resolved: Cllr Spenser is the WURCGT representative.

43/24 Reissue of Documents

All councillors received the Code of Conduct and Procedures for Disclosure of Pecuniary Interest by email before the meeting. Their contents were noted.

44/24 To Reapprove Policies

Resolved: The Council's Standing Orders and Scheme of Delegation are reapproved.

New model financial regulations were published on the day of the meeting and will be considered at the next meeting of the Council.

45/24 To Agree Dates of Future Meetings

Resolved: In the current Municipal Year, the Council will meet on the second Wednesday of every month except January when the meeting will be held on the third Wednesday and August and December when no Council meetings are scheduled.

46/24 Reports

Reports from Shropshire Councillors' and the Clerk were circulated in advance. Their contents were noted.

47/24 Parish Matters

- a. The Marlot report was circulated in advance. Its content was noted.
- b. Annual Parish Meeting. The Clerk reported that Shropshire Council's flooding officer had not responded to the invitation to speak. The Graveyard Trust are unable to send a representative. North Salop Wheelers have arranged a volunteer evening which clashes with the APM are unable to send a representative. The Social Centre will send a representative.

48/24 Consultations

The information was circulated in advance of the meeting.

- a. Shropshire Council Waste Consultations.

Following a discussion it was

Resolved that members will submit individual responses to the consultation.

- b. Severn Valley Water Management Scheme

Resolved: The Clerk will submit a draft response to members for comment, prior to responding on behalf of the Council.

49/24 **Insurance**

Following a discussion it was

Resolved that the Council will insure through Clear Council from 1 June 2024 – 31 May 2025 and £226.67 will be taken from General Reserves to cover the additional cost.

50/24 **Planning**

a. To consider applications

24/01318/FUL Proposed Dog Exercise Field to the East of Church Lane
Change of use of land to form dog exercise field including formation of new vehicular access, parking and fencing.

Resolved: The Council supports application 24/01318/FUL without comment.

b. The following planning decision was noted

24/01014/FUL Single storey extension to provide new sitting room, internal alterations and application of external wall insulation.
Hornspike Lane Farm, SY13 2QD
Grant Permission

51/24 **Financial Matters**

a. To receive monthly bank balance record.

DATE	ACCOUNT NAME	AMOUNT
30 April 2024	Current Account (Working Budget)	£13,049.27
	Savings Account (Reserves)	£15,829.10
TOTAL		£28,878.37

The bank reconciliation and statements were checked and approved by Cllr Howard and the balances were noted.

b. To resolve to approve outstanding accounts

Resolved: The outstanding accounts should be paid and the payment transactions authorised by two nominated councillors.

Recipient	Reason for Payment	Amount £	Ref.
Payments Made Before the Meeting			
Hugo Fox	Web Site	23.99	5.24DD
New Payments to be approved			
HMRC	PAYE	79.80	6.24
Employee	Salary	319.69	7.24
NEST	Pension Contributions	79.45	8.24DD
Employee	Reimbursement	45.75	9.24

c. To approve the Council's Subscription to EasyPC Accounts

Resolved: The Council will subscribe to EasyPC Accounts for an initial period of 12 months, including the 3-month free trial period.

d. Annual Governance and Accountability Return

i. Exemption from Limited Assurance Review

Resolved: The Council will declare itself exempt from the Limited Assurance Review in line with the AGAR requirements.

ii. Internal Controls

Resolved: The Council has reviewed and approved the effectiveness of internal control (Financial Regulations Review) and approves the Annual Governance Statement.

iii. Accounting Statements

Resolved: The Council has reviewed, considered and approved the accounting statements (Section 2 of the Annual Governance and Accountability Return).

The Chairman and Clerk signed the Certificate of Exemption and Parts 1 and 2 of the Annual Governance and Accountability Return as required.

Scheduled date of next meeting

10 July 2024 (7.30pm)

The meeting closed at 8.00pm.

Marlot Conservation Group (MCG)

Work report to Whixall Parish Council meeting 12 June 24

Reporting Period 3 May – 11 June 24

Once again, the reduction in available volunteers, currently only Martin Spenser and Tim Lamb, has meant a limited amount of work has been carried out during this reporting period. Work has been restricted to strimming the pathways in the meadows and along the main pathway. Brush-cutting of the back meadow has also been conducted to reduce the growth of bracken.

At the end of May, Nicki and Tim Hunter took the opportunity to conduct a small newt survey. The pond area was still very wet and the horsetails and mace reeds have encroached in all the ponds making it difficult to survey and place the traps in position. Twenty traps were placed around the ponds and disappointingly only 4 male Great Crested Newts were found. There were no signs of developing efts at all and this is most likely due to their sensitivity to any pollution on site. It was noted by Nicki that the standing water has not drained away and smells very foul. Further surveys will hopefully be conducted in June.

Graham Turnbull

Marlot Conservation Group

11 June 2024

Whixall Parish Council (PC)

Hollinwood Green

Voluntary hours spent 1st April - 30th June 2024

Date 2024 2nd Quarter	Number of	Total hours worked	Description of work	General comments (e.g.equipment used)
			All work done by Martin Spenser (MS) except where stated	
6-Apr	1	2 hrs	Mow grass (high cut, mulch cut)	MS with PC machine
29-Apr	1	1h.45mins.	Mow grass on high cut; leave cuttings in heaps	do
30-Apr	1	50 mins.	Strim round posts and edges	MS with own machine
	1	1h.30mins.	Finish mowing on high cut; dispose of cuttings in 4 neighbours' wheelie bins	MS with PC machine
10-May	1	1h.30mins.	Mow grass (high, mulch cut in main area); lower cut achieved on eastern strip and heaped up	MS with PC machine
20-May	1	2h.30mins.	Mow grass; dispose of cuttings in builders' bags and neighbours' wheelie bins	Helen Eckhart with own machine
30-May	1	35 mins.	Strim round posts, edges and tree trunks	MS with own machine
1-Jun	1	2h.30mins.	Mow grass on high setting, fill 2 builders' bags	MS with PC machine
3-Jun	1	45 mins.	Decant cuttings into manageable bag quantities and take to council tip	MS in own transport
21-Jun	1	1h.15mins.	Mow grass (high cut, mulch cut)	MS with PC machine

Shropshire Council
Shirehall
Abbey Foregate
Shrewsbury
Shropshire SY2 6ND

Date: 26 July 2024

Dear Sir/Madam,

Partnering to provide services for your area

As the most local form of government in Shropshire I am writing to ask for your help with how we deliver services in your area.

There are many great examples already of ourselves and town and parish councils working to deliver these services across our county and residents have told us how much they appreciate their council doing this.

Listening to local councils, many of you have told us, that you are willing to help provide or contribute to services and facilities in your local areas for the benefit of your residents especially if there is a chance we will no longer be able to provide them, or in the same way we do now, in the future.

We really appreciate these offers and that in return we must make sure we are organised in responding to them and provide you with clear information that allows you to make decisions and justify your involvement and the expenditure of public funds on any services.

That is why we are inviting your council to complete a short survey (6 simple questions) to indicate whether you are interested in a conversation with us (or not) around providing or contributing towards local services (or considering the current or future arrangements if we are already working with you).

By starting with a focus upon two areas of services which local councils have told us are important (and Shropshire Council face significant financial challenges in delivering due to well publicised increases in inflation and demand for our statutory services, like social care) we hope significant progress can be made quickly for the benefit of local people.



Our culture and leisure services and facilities (libraries, leisure centres, outdoor recreation sites, museums, etc.) enhance lives in our county and we need assistance in giving them a bright future as many elements are not statutory (required to be provided by law). In addition, our local 'street scene' (roadside verges, sign cleaning etc) gives people a sense of pride in their area and can benefit from additional support.

We are suggesting these conversations will not be 'one-size fits all' rather something that can be agreed that is realistic for all parties and can give certainty for the next few years. The initial conversations are not binding in any way but allow us to understand who may be able to help and is willing and who is not. We are conscious that all councils work slightly differently but would appreciate an indication either way at your earliest convenience as we all head into budget setting season later in the year.

We appreciate the work you are already doing for your communities and hope that we will be able to work together for the benefit of local people.

As a great many councils across the county are members, we have been taking the time to talk with SALC and are grateful for their support for the approach we are taking in discussing these matters with you.

To complete the survey, follow this link: <https://www.surveymonkey.com/r/SALC24> Our deadline for responses is **16 September 2024**. However, the sooner we hear from you, the sooner we can start our conversation.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Lezley Picton', written in a cursive style.

Lezley Picton
Leader

FUTURE OPTIONS WITH TOWN AND PARISH COUNCILS SURVEY

Thank you for taking the time to complete this quick survey, your feedback is appreciated.

What is your name?	
Which town or parish Council are you responding on behalf of?	
What position do you hold regarding the town or parish councils?	
Who do you want us to speak with as the lead contact for these conversations? Please provide their email address.	
Please chose from the following options the one that best describes the current position with regard to the request for help from Shropshire Council:	
1. Yes we are in a position to help, please get in touch for a conversation.	
2. Yes, we are willing to help but it depends on the resources required, please get in touch for a conversation.	
3. No, we are willing to help but do not have the resources available.	
4. No, unfortunately we are no in a position to help.	
Please tell us more about the option you chose if you wish to.	
So that we can make the most of your time when we speak, could you just outline any particular services or facilities or locations you want to particularly consider in relation to culture and leisure or 'streetscene'.	

HOW WE WILL USE THE INFORMATION YOU HAVE PROVIDED

We will not share your data with any external third parties. Your information will be held securely, only shared internally with where necessary. We comply with data protection laws concerning the protection of personal information, including the General Data Protection Regulation (GDPR). For more information on how information is held by Shropshire Council, and your rights to gain access to the information we hold on you please see our corporation privacy policy www.shropshire.gov.uk/privacy .

We will be in touch to arrange a conversation with your lead contact as soon as we can (normally within a fortnight). Thank you again for taking the time to complete this questionnaire.

Town and Parish Councils Local Nature Recovery Strategy Survey

The Local Nature Recovery Strategy (LNRS) is part of a nationwide move to create the space and connectivity needed on land and sea for nature to thrive, recover and be resilient. A key objective for the LNRS is to support the establishment of a national Nature Recovery Network (NRN) and 48 LNRSs will be developed nationwide to help deliver it. They are a result of the Environment Act 2021 and aim to identify opportunities and priorities for recovering habitats and species at the local level. Habitats are the places where animals, plants and other living things live (e.g. woodland, river, meadow). Species are a group of living things that naturally produce young with other members of the same group, and each have specific habitat needs (e.g. bluebell, curlew, dormouse). For further information on the LNRS, please visit our FAQs tab on the website.

As people who live and work in Shropshire, we want your Local Nature Recovery Strategy (LNRS) to reflect what you want for nature. We are therefore, keen to hear your views on what needs to be done to help nature recover.

This survey will take approximately 15 minutes to complete. We will use your response to inform the priorities and actions which will support the delivery of the LNRS. All responses are treated confidentially and will remain anonymous, unless you specify otherwise.

The Local Nature Recovery Strategy intends to understand which outcomes you most want for nature and wildlife in Shropshire. This helps us to bring ambitions together from people and organisations across the county. The aim is to focus future funding and resources towards places that can start taking action to help meet these ambitions.

At the end of this survey you will be able to let us know if you would like any of the information that you give to be confidential.

What the LNRS is not:

- ☐ **Not** compulsory, you don't have to take the actions that we show on the final map. The reason that we map areas is to attract funding to them.
- ☐ **Not** being delivered by any one group, it will require collaborative effort from groups across the county within the next 10 years.
- ☐ **Not** a new type of funding.
- ☐ **Not** a plan for housing developments.
- ☐ **Not** a plan for traffic.
- ☐ **Not** a plan for managing sewage.
- ☐ **Not** a plan for managing flood risk.
- ☐ **Not** a plan for reducing our carbon emissions.
- ☐ **Not** creating new laws for nature.

We recognise that many of the above issues do impact nature and wildlife, and actions that we recommend for nature can help reduce the impact of some of these. However, LNRSs are only able to recommend actions that relate to protecting, improving, and creating habitats to benefit wildlife and nature.

Shropshire Council is working with Telford & Wrekin Council and the LNRS Steering Group to support the LNRS development process. By clicking the next button, you agree to participate in the survey and for these organisations to review and process all information collected. We will maintain personal anonymity and comply with Shropshire Council's data protection policy.

Collated and summary results and reporting from this survey, without any personal information, will be shared publicly online as part of news about the development of the Local Nature Recovery Strategy. For more information, please contact Lynn Parker at l.parker@shropshire.gov.uk or lnrs@shropshire.gov.uk

To follow the progress of the Local Nature Recovery Strategy keep an eye on [our website](#).

Survey

Section 1: Nature and You

How important is it to you to have access to nature?

- ☐ Not at all important
- ☐ Slightly important
- ☐ Somewhat important
- ☐ Important
- ☐ Very important

Is there anything that prevents you from accessing nature?

Shropshire has many places where people can spend time in nature. What is your favourite place? Please provide any place names, post codes, grid references, or what3words locations. (This website can help you give us a location name or grid reference: [gridreferencefinder.com](https://www.gridreferencefinder.com))

Are you concerned about the current and/or future state of nature in Shropshire?

- ☐ No
- ☐ A little bit
- ☐ Somewhat
- ☐ Quite a bit
- ☐ Yes
- ☐ Yes significantly

Section 2: Environmental Challenges

This section will help us understand the environmental threats and challenges that you believe are most significant in Shropshire.

Please order the following environmental challenges in order of CURRENT importance
Sort in order of importance, with 1 the most important and 10 the least important .

- ☐ Drought
- ☐ Flooding
- ☐ Habitat Loss
- ☐ Invasive species (e.g. mink)
- ☐ Climate change
- ☐ Lack of connection and access to nature
- ☐ Loss of natural resources (e.g. clean water)
- ☐ Pests and diseases
- ☐ Pollution (water, air, soil)
- ☐ Urban development

Please order the following environmental challenges in order of FUTURE importance

Sort in order of importance, with 1 most important and 10 least important.

- ☐ Drought
- ☐ Flooding
- ☐ Habitat loss
- ☐ Invasive species (e.g. mink)
- ☐ Climate change
- ☐ Lack of connection and access to nature
- ☐ Loss of natural resources (e.g. clean water)
- ☐ Pests and diseases
- ☐ Pollution (water, air, soil)
- ☐ Urban development

Section 3: Species and Habitats

We are looking for suggestions for a long-list of Species of Local Significance for Shropshire. Are there any particular species that you would like to propose? Local species experts are already compiling ideas including species which are classified as threatened or near threatened. We're interested to hear what species you think are, or could be, particularly important for Shropshire.

Which would you consider to be the most important habitats to prioritise in our nature recovery strategy? (select up to 5 options)

- ☐ Mixed deciduous woodland (including ancient woodland)
- ☐ Wet woodland
- ☐ Wood pasture and parkland
- ☐ Ancient and veteran trees
- ☐ Scrub
- ☐ Hedgerows
- ☐ Traditional orchards
- ☐ Urban trees
- ☐ Heathland
- ☐ Grassland (neutral, acid, and calcareous; e.g. meadows, arable field margins, road verges, parks, churchyards and cemeteries)
- ☐ Wet grassland (including grazing marshes, rush pasture etc.)
- ☐ Gardens
- ☐ Open mosaic habitat on previously developed land
- ☐ Rivers and streams
- ☐ Ponds, lakes, meres, broads and gravel pits
- ☐ Fens, bogs and mires
- ☐ Reedbeds
- ☐ Other (please specify)

What is the main reason you have prioritised the habitats in this way?

Please use the box below to provide any further information you'd like to share about habitats and species.

Section 4: Your Long-Term Vision for Shropshire

We understand that there are a lot of different pressures on nature and wildlife. We can control some more than others. This survey asks specifically about the nature recovery actions that you would like to see be taken in Shropshire to support the variety of species (animals, plants, fungi) and natural habitats that we have.

In this section we want to understand what your ambitions are for Shropshire to achieve. This section invites you to think long-term.

Please indicate how much you agree with this statement: "I would like to do more to increase nature in Shropshire"

- ☐ Strongly agree
- ☐ Agree
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree
- ☐ I'm already doing the most I can Not sure / Don't know

The main barrier(s) that stop me from doing more for nature are:

(Choose all that apply)

- ☐ The land I own/manage is too small
- ☐ I'd like to take action but I don't know where
- ☐ I'd like to take action but I don't know what I could/should do
- ☐ I don't know how to access funding
- ☐ The funding process takes too much time to understand
- ☐ The funding process is too uncertain
- ☐ Funding requirements criteria are too complicated
- ☐ I'm not clear how to fit more nature onto the land I own or manage
- ☐ My land is being used for other purposes, and there isn't room for nature recovery actions.
- ☐ Lack of time
- ☐ Lack of equipment and materials
- ☐ I do not want to take actions
- ☐ I do not experience any barriers
- ☐ Other (please specify)

Section 5: Action for Nature

From putting up a bird box to restoring ancient wildflower meadows, many actions can help our wildlife and areas of nature.

Please tell us what action(s) you are planning to take, and if relevant the size of land you are taking action on (for example improving or creating habitat(s), installing equipment, or supporting animals, plants, fungi, or wildlife):

Please select the option that best represents you:

- ☐ I own the land that I will take these actions on
- ☐ I rent or lease the land that I will take the actions on
- ☐ I am representing a town, parish or rural council
- ☐ I am a volunteer with permission from the land owner
- ☐ Other (please specify)

Please indicate what type of location you intend to take this action in (choose all that apply):

- ☐ Urban area (built up towns or cities)
- ☐ Near urban areas (areas on the edge of towns or cities)
- ☐ Rural area (small villages, countryside, and farmland)
- ☐ Not sure / Don't know
- ☐ Prefer not to say Other (please specify)

If you are happy to, please tell us where you are planning to take this action specifically: You can give town names, post codes, grid references, or what3words locations.

(This website can help you give us a location name or grid reference: [gridreferencefinder.com](https://www.gridreferencefinder.com))

If you're happy for the LNRS team to contact you by email to record the location of your land in relation to your planned actions, please write your email address below:

Is there anything else that you would like us to consider when creating our Local Nature Recovery Strategy for Shropshire?

Section 6: Contact

We are collecting contact information so that we can get in touch with you to follow up on your responses if needed. Please let us know if you would be happy for us to use your contact information in this way? We would store your contact information for a maximum of 3 years. You can withdraw your consent at any point by emailing l.parker@shropshire.gov.uk.

Are you happy for to be contacted in future regarding the Local Nature Recovery Strategy?

☐ Yes ☐ No

Your Name (optional)

Your Town or Parish Council (optional)

Your email address (optional)

Postcode or name of your location (optional)

About You

We would now like to know more about you, so that we can understand if we are hearing the views of a wide range of people and communities.

If you do not wish to provide any of this information, please select 'prefer not to say' or skip the question as appropriate.

I am responding to this survey as a (choose all that apply):

- ☐ Local resident
- ☐ Representative of a local business or commercial organisation
- ☐ Member of a local interest or community group
- ☐ Representative of a local town, parish or rural parish council
- ☐ Shropshire ward councilor
- ☐ Shropshire Council employee
- ☐ Visitor to Shropshire or member of the public living elsewhere
- ☐ A Shropshire farmer
- ☐ None of these
- ☐ Prefer not to say
- ☐ Other (please specify)

How did you find out about this survey (choose all that apply)?

- ☐ Facebook
- ☐ X (formerly known as Twitter)
- ☐ Instagram
- ☐ LinkedIn
- ☐ NextDoor
- ☐ Shropshire.gov.uk website
- ☐ Email from Shropshire Council
- ☐ Local news item (newspaper, online, radio, tv) or radio advert
- ☐ County councilor
- ☐ Parish or town councilor
- ☐ A voluntary/community organisation or newsletter
- ☐ Poster / information in local library or in a local community group / organization
- ☐ Friend / relative
- ☐ Other (please specify)

What is your postcode? (This helps us see where we are receiving responses from, and we will not use this to identify you)

What is your age?

- ☐ Under 16
- ☐ 16 - 24
- ☐ 25 - 34
- ☐ 35 - 44
- ☐ 45 - 54
- ☐ 55 - 64
- ☐ 65 - 74
- ☐ 75 - 84
- ☐ 85 or over
- ☐ Prefer not to say

What is your gender?

- ☐ Female
- ☐ Male
- ☐ Prefer not to say
- ☐ I use another term:

What is your ethnic group or background?

- ☐ Asian or Asian British (Indian, Pakistani, Bangladeshi or any other Asian background)
- ☐ Black or Black British (Caribbean, African, or any other Black background)
- ☐ Chinese
- ☐ Mixed or multiple ethnic groups (White and Black Caribbean, White and Black African, White and Asian, and any other mixed background)
- ☐ White (British, Irish, or any other white background)
- ☐ Prefer not to say
- ☐ Other ethnic group or background (please specify below):

Are your day-to-day activities limited because of a long-term illness, health problem or disability which has lasted, or is expected to last, at least 12 months?

- ☐ Yes - a lot
- ☐ Yes – a little
- ☐ No
- ☐ Prefer not to say

Data Protection and Privacy

Under the Data Protection Act 2018, we (Shropshire County Council) have a legal duty to protect any personal information we collect from you. Shropshire County Council is committed to open government and this may include quoting extracts from your consultation response in our report.

We will not, however, disclose the names of people who have responded unless they have provided consent. For this purpose, we ask that you are careful not to disclose personal information in your comments – for example the names of service users or children. If you do not want all or part of your response to be made public, or shared with councillors, please state below which parts you wish us to keep confidential.

View Shropshire County Council's [privacy notice online by clicking here.](#)

Please use this space to tell us if there is any specific part of your response you wish to keep confidential:

Thank you for taking the time to complete this survey!

Whixall Parish Council

FINANCIAL REGULATIONS



Adopted	February 2020
Review Frequency	Annually
Reviewed and Revised	September 2024
Next Review Date	May 2025

WHIXALL PARISH COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on [11 September 2024].

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.

1.6. The council must not delegate any decision regarding:

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- **determine and regularly review the bank mandate for all council bank accounts;**
- **authorise any grant or single commitment in excess of £5,000;**

2. Risk management and internal control

2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

2.5. The accounting control systems determined by the RFO must include measures to:

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council.

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.

4.5. Each committee if any shall review its draft budget and submit any proposed amendments to the council not later than the end October each year.

4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the council.

- 4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall {seek formal tenders from at least three suppliers agreed by [the council]} Tenders shall be invited in accordance with Appendix 1

For contracts estimated to be over £25,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

contract opportunities and the publication of notices about the award of contracts.

- 5.7. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;
- 5.8. Where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.9. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.10. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.11. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.12. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council {or relevant committee}. Avoidance of competition is not a valid reason.
- 5.13. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.14. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below **£500** excluding VAT.
 - the Clerk, in consultation with the Chair of the Council for any items below **£2,000** excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under **£5,000** excluding VAT.
 - {in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.}
 - the council for all items over **£5,000**;
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.15. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.

- 5.16. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.17. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to **£2,000** excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.18. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.19. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.20. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust Bank. The arrangements shall be reviewed bi-annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation such as Salaries, PAYE, National

Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items, which the council may authorise in advance for the year.

- 6.7. A list of such payments shall be reported to the next appropriate meeting of the council for information only.
- 6.8. The Clerk shall have delegated authority to authorise payments {only} in the following circumstances:
- i. any payments of up to **£500** excluding VAT, within an agreed budget.
 - ii. payments of up to **£2,000** excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the Clerk certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
 - iv. Fund transfers within the councils banking arrangements up to the sum of **£10,000**, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify three councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. **The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.**
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to all authorised signatories.
- ~~7.5. In the prolonged absence of the Service Administrator [an authorised signatory] shall set up any payments due before the return of the Service Administrator.~~

- 7.6. Two authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified the Clerk. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained

away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of **£500** unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used ~~{under any circumstances.}~~ ~~OR {except for expenses of up to £250 including VAT, incurred in accordance with council policy.~~

10. Petty Cash

- 10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors' allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook.
- 11.7. Payroll reports will be reviewed to ensure that the correct payments have been made.

- 11.8. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.9. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.
- 11.10. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the [Secretary of State/Welsh Assembly Government] (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 and at least annually at the end of the financial year.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The clerk shall be responsible for the care and custody of stores and equipment.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one

item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

18. Charities – not applicable

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations annually and following any change of clerk. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



Show reconciled transactions (Whixall Parish Council 2024-2025)

Whixall Parish Council

Details of bank reconciliation dated 31/08/2024 for Savings

Date	Type	Reference	Supplier / customer	Description	Amount
	Opening statement balance				25983.91
	Reconciled transactions				
	Reconciled Balance				25983.91

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mrs Amanda Roberts
Whixall Parish Council
2 Tilley Road
Wem
Shrewsbury
SY4 5HA

Date: 31/08/2024

Account Name: Whixall Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024




Sort Code: 608301

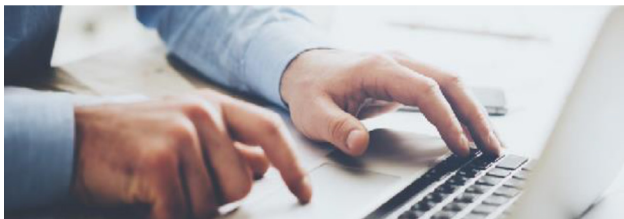
Account Number: 20423120

Our unauthorised overdraft charges are changing from tracked rate of 25% above base rate to a fixed Nominal rate 25% EAR (Equivalent Annual Rate 28.39%). To find out more read our Overdrafts Key Features document and our Standard Service Tariff available at www.unity.co.uk

The credit interest rate is 2.75% AER as of your statement date.

Contact Us

-  Call us: **0345 140 1000**
-  Email us: **us@unity.co.uk**
-  Visit us: **unity.co.uk**



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/07/2024		Balance brought forward	£0.00	£0.00	£25,983.91



Show reconciled transactions (Whixall Parish Council 2024-2025)

Whixall Parish Council

Details of bank reconciliation dated 31/08/2024 for Working Account

Date	Type	Reference	Supplier / customer	Description	Amount
Opening statement balance					722.77
Reconciled transactions					
21/08/2024	Payment	22.24DD	HugoFox	Website - August	-23.99
30/08/2024	Payment	23.24	NEST	Pension Contributions	-79.45
Reconciled Balance					619.33

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mrs Amanda Roberts
Whixall Parish Council
2 Tilley Road
Wem
Shrewsbury
SY4 5HA

Date: 31/08/2024

Account Name: Whixall Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20423117

Your arranged overdraft limit is £0.00

Our unauthorised overdraft charges are changing from tracked rate of 25% above base rate to a fixed Nominal rate 25% EAR (Equivalent Annual Rate 28.39%). To find out more read our Overdrafts Key Features document and our Standard Service Tariff available at www.unity.co.uk



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: FSCS.org.uk or refer to our FSCS Information Sheet and Exclusions List at unity.co.uk/fscs

Contact Us



Call us: **0345 140 1000**



Email us: us@unity.co.uk



Visit us: unity.co.uk

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/07/2024		Balance brought forward	£0.00	£0.00	£722.77
21/08/2024	Direct Debit	Direct Debit (GOCARDLESS)	£23.99	£0.00	£698.78
30/08/2024	Direct Debit	Direct Debit (NEST)	£79.45	£0.00	£619.33

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Statement number 070

**For Businesses.
For Communities.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
Unity Trust Bank is entered in the Financial Services Register under number 204570.
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
Registered in England and Wales no. 1713124.

INVESTORS IN PEOPLE



Sending or Receiving Currency

You may be asked for your SWIFTBIC (Bank Identification Code) and IBAN (International Bank Account Number). These can be found at the top of this statement and are required to ensure that international banks can find the correct account to credit or debit funds.

When receiving currency into your Unity account, you must inform us of the transaction. The SWIFTBIC number relates to a central Unity account. We use this account to receive international currency before allocating the payment to your account. Please call us on **0345 140 1000** for more information.

Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number **0808 196 8420**.

What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on **0345 140 1000**. We aim to resolve any issues as soon as possible.

Accessibility

Unity offers a number of supporting services such as statements in braille or large print. Please contact us for more information.

Additional information

A copy of our interest rates can be found on our website – **[unity.co.uk/interest-rates](https://www.unity.co.uk/interest-rates)**

A copy of our fees and charges can be found on our website – **<https://www.unity.co.uk/terms-and-conditions/>**

This information is also available by calling **0345 140 1000**.

To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.