

# Whixall Parish Council



Chairman: Med Evans

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 8<sup>th</sup> October 2025 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:

*Med Evans*

Date: 2<sup>nd</sup> October 2025

**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. Squirrel Management** – to receive a presentation from Matthew Dutton (British Association for Shooting and Conservation).

**4. Declaration of Disclosable Pecuniary or any other interests or 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

**5. To approve the Minutes of the Parish Council Meeting held on 10<sup>th</sup> September 2025**

**6. Reports** – to note

- a. Shropshire Councillors
- b. Parish Councillors
- c. Clerk's Progress Report

**7. Parish Matters**

- a. Marlot
  - i. To receive the monthly and quarterly reports
  - ii. Squirrel Management – to receive a recommendation from the Marlot Liaison Group
  - iii. Willow Tree – to agree a course of action
  - iv. Marlot Liaison Group – to review the purpose, roles and terms of reference.
- b. Hollinwood Green –
  - i. to receive the quarterly report
  - ii. to consider a request for tree removal
- c. Asset Inspection Reports – to agree actions to be taken following inspections
- d. Newsletters – to agree content
- e. Moss Cottages Field Fencing quotes – to agree to suspend financial regulations and discuss quotations and appoint a contractor

**8. Action Planning Meeting**

To agree a date and venue.

**9. Policies** – to resolve to approve the following:

- a. Business Risk Assessment
- b. Grants and Donations
- c. Reserves
- d. Statement of Internal Controls

- 10. Correspondence**
- a. SALC AGM – to agree attendance
  - b. SALC Data Protection Training for Councillors – to agree attendance
  - c. SALC Area Committee Review – to agree a response
- 11. Consultations** – to agree a response
- a. Shropshire Local Nature Recovery Strategy
- 12. Planning**
- a. To receive planning applications from Shropshire Council – none received
  - b. To receive planning decisions from Shropshire Council – none received
- 13. Finance**
- a) To receive monthly balance record and reconciliation (circulated)
  - b) To receive the Quarterly budget and spending report (circulated)
  - c) To resolve to approve outstanding invoices and payments.

**New Payments to be approved**

<b>Recipient</b>	<b>Reason for Payment</b>	<b>Amount</b>	<b>Reference</b>
SJF Design & Print	Marlot Leaflets	107.00	45.25
A Roberts	Salary October	349.47	46.25
HMRC	PAYE and NI	94.49	47.25
A Roberts	Expenses	76.14	48.25
NEST	Pension Contributions	86.97	49.25 DD
Unity Trust Bank	Monthly Fee	6.00	50.25 DD
SLCC	Membership Renewal	110.00	51.25
SALC	Training	80.00	52.25
<b>Income (September)</b>			
Unity Bank	Interest	150.26	R7

**14. Items for Next Agenda**

To enable Councillors to bring forward items for the 12 November 2025 meeting agenda.

# Whixall Parish Council



Chairman: Med Evans

Minutes of the Parish Council Meeting held on 10<sup>th</sup> September 2025  
at Whixall Social Centre starting at 7.30pm

## Present

**Councillors** I Mercer (Meeting Chair) SJ Lamb, C Weedall, J Spenser,  
C Schup, P Rodenhurst, M Clorley.

**Unitary Councillors** G Groves

**Clerk** A Roberts

**Other Organisations**

**Members of the Public:** 2

### **65/25 Chairman's welcome, announcements and public session**

One member of the public spoke in relation to concerns about planning application 25/02610/FUL. These concerns include local drainage and highways issues.

### **66/25 Apologies**

Cllr M Evans (work commitment), Cllr J Hawkes (prior commitment), Cllr Holford, Shropshire Council.

### **67/25 Declaration of Disclosable Pecuniary or any other interests or requests for dispensations**

None declared

### **68/25 To approve the Minutes of the Parish Council Meeting held on 9<sup>th</sup> July 2025**

**Resolved:** to approve as a correct record the minutes of the ordinary meeting of the Parish Council held on 9<sup>th</sup> July 2025. They were duly signed by the Chair.

### **69/25 Reports**

- a. Shropshire Councillors - noted
- b. Parish Councillors – no reports
- c. Clerk's Progress Report - noted

### **70/25 Parish Matters**

- a. Marlot
  - i. to receive activity report (to follow)

**Resolved:** to note the contents of the Marlot activity report

#### **Resolved:**

1. To immediately close the hand gate into the Marlot to the Public and prevent access in order assess the risk. Arrange for the site to be made safe by a tree surgeon before reopening.
2. To obtain guidance from NE in relation to removing squirrel-damaged trees.

In response to a query from Cllr Spenser, the Clerk will investigate bye-laws and potential action to prevent the theft of branches from hurdles on the Marlot.

8.10.25

ii. to agree application for brown tourist signage

**Resolved: To defer this matter until the total cost of the signage has been established.**

b. Website – to agree to adding Councillor photographs

**Resolved: that individual councillors will decide if they wish to provide photographs for the website.**

c. Christmas/Senior Citizen's Inclusivity – to agree a course of action

**Resolved: that the Council will work with Whixall Primary School to facilitate an afternoon where pupils and senior citizens can get together. The Council will fund refreshments.**

d. Council Action Plan – to agree the process

**Resolved: to hold an action planning session to cover the remainder of the Municipal Term.**

The clerk will investigate options and set a date for the session.

e. Newsletter – to agree arrangements for 2025-26

**Resolved: Members will deliver the newsletters in 2025 and the earmarked funds will be returned to the General Reserve.**

f. Funding for asset maintenance – to agree an approach (Cllr Weedall)

**Resolved: to discuss funding during the action planning session.**

g. Moss Cottages fencing – to agree potential changes to the specification

**Resolved: Quotes are to be obtained for both chain link fencing 1m high and post and rail.**

h. Remembrance Wreath – to confirm donation to RBL

**Resolved: to make a donation of £50 to the RBL, including the cost of the Wreath.**

#### **71/25 Policies**

To resolve to approve the following policies:

- i. IT and Email Policy
- ii. Business and Financial Continuity Policy
- iii. Business and Financial Risk Assessment

**Resolved: to approve the following policies:**

- IT and Email Policy
- Business and Financial Continuity Policy
- Business and Financial Risk Assessment

#### **72/25 Civility & Respect Pledge**

**Resolved: The Council will sign up to the Civility & Respect Pledge**

**73/25 Shropshire Council Memorandum of Understanding**

**Resolved: to accept the offer to sign up the the Memorandum of Understanding with Shropshire Council.**

**74/25 PCC Survey**

**Resolved: To approve the response to the PCC survey.**

**75/25 Planning**

a. To receive planning applications from Shropshire Council

25/02610/FUL Proposed Holiday Let Barn Conversion Platt Lane Whixall  
Conversion of outbuilding to 2no. holiday lets.

**Resolved: To make the following comments**

**The Council is aware that work has already started on this development contrary to the statement in the application. The Council has the following concerns: The proximity to Platt Lane Cross Roads which is a busy junction with very poor visibility and the difficulties associated with parking safely at the property. Sky lights and rear windows will overlook neighbouring properties and gardens. There are potential drainage issues inherent in the site.**

b. To note planning decisions made by Shropshire Council

25/02033/FUL Southern Ash, Gilberts Lane, SY13 2PR  
Proposed single storey side and rear extensions, rebuilding of first floor and installation of a new sewage treatment plant, associated soakaway and conversion of existing outbuilding into a stable.  
Decision: Withdrawn

25/02059/FUL Whistle Stop Ossage Lane SY13 2QB  
Erection of a storage shed for two steam engines  
Decision: Granted

**Resolved: to note the planning decisions made by Shropshire Council**

**76/25 Finance**

a. To receive Monthly Balance Record and reconciliation -

**Resolved: to note that Cllr Hawkes has confirmed by email that the reconciliation agrees with the bank statements and that the increased salary agrees with the NALC briefing note regarding the National pay rise.**

b. To resolve to approve outstanding invoices and payments

**Resolved: The outstanding accounts should be paid, and the online payment transactions authorised by two approved signatories. This includes payment of the 2025-26 National Pay award.**

Recipient	Reason for Payment	Amount	Reference
<b>Payments Taken Before the Meeting</b>			
Hugo Fox	Website Payment	11.99	32.25DD
A Roberts	Salary August 2025	339.03	33.25
NEST	August Pension Contributions	84.28	34.25DD
HMRC	Outstanding NI Payments	17.64	35.25
Unity Bank	Monthly Fee	6.00	36.25DD

**Payments to be Approved**

HMRC	PAYE and NI Jul – August	94.14	37.25
A Roberts	Expenses	72.60	38.25
NEST	September Pension Contributions	95.05	39.25DD
Unity Bank	Monthly Fee	6.00	40.25DD
C Weedall	Travel expenses	17.10	41.25
SALC	Chairman's Training	90.00	42.25
Wem TC	Photocopying (Member Folders)	22.92	43.25
A Roberts	Salary September inc. backpay	382.41	44.25

**Income (July & August)**

<b>Payee</b>	<b>Reason for Payment</b>	<b>Amount</b>	<b>Reference</b>
Hugo Fox	Website Repayment	11.99	R5
HMRC	VAT Reclaim	293.55	R6

**77/25 Items for Next Agenda**

The meeting scheduled for 8<sup>th</sup> October was noted.

Meeting closed at 9.22 pm

**Progress on Actions arising from Council Resolutions**

<b>Council Resolution</b>	<b>Progress</b>	<b>Notes</b>
Agree to update the Council's information on the Marlot leaflet and reprint an additional 200 copies		Leaflets have been delivered to Martin Spenser.
Councillors will attend training on planning, Code of Conduct and Fundamentals for Councillors during this term of office.		Fundamentals info sent to all councillors 4.8.25. One Councillor booked for training.
Arrange for damaged willow at the Marlot to be made safe before re-opening		Quote received. Approval needed.
Obtain guidance from NE in relation to removing squirrel damaged trees		
Establish total cost of installing brown signs for the Marlot		Request sent to Shropshire Council
Council will work with Whixall Primary School to facilitate a Christmas event.		
Action Planning session		Agenda item
Return Earmarked funds for Newsletter delivery to General Reserve		
Make donation to RBL		Wreath requested. Donation to be made once received.
Sign up to Civility & respect pledge		Certificate received.
Accept Shropshire Council's MoU		
Respond to the PCC Survey		
Respond to planning application 25/02610/FUL with comments		

**Other Actions (including those not covered in resolutions from September meeting)**

<b>Action</b>	<b>Progress</b>	<b>Notes</b>
Invite ex councillors to a meal		Date of meal to be agreed
Moss Cottage Fencing replacement		Agenda item
Update Member's Folders		All distributed
Damaged Notice board replacement		Pursuing insurance claim.
Marlot Shropshire Way signage		No action to date
Marlot squirrel management		Agenda item
Marlot Ecological Management Plan update		Request for information sent to Shropshire Council 7.8.25
Speak to Bridget Hodges about land next to St Mary's		
Chairmans' board to be updated		
Update Social Centre boundary agreement		Email sent to GT (who is no longer on the SC committee).
Whixall Walks Booklet to be updated		Need to agree how this will be done.
Investigate bye-laws to prevent theft of branches from the Marlot		Information received from G Turnbull. Not followed up.

## Whixall Parish Council (PC)

## Marlot Conservation Task Group

## Recorded voluntary hours spent on behalf of the Council

Date 2025 3rd Quarter	No. of Workers	Total hours worked	Description of work	General comments (e.g. equipment used) GT=Graham Turnbull; TL= Tim Lamb; AL=Alan Lomas; MS=Martin Spenser
1-Jul	4	12 hrs.	Maintenance and inventory of PC equipment and PPE	GT, TL, AL, MS
8-Jul	2	9 hrs.	Strimming paths and both meadow areas; cleared access to compost heaps and cut back overhanging tree branches	AL & MS, using PC chainsaw and both PC brushcutters
15-Jul	2	3 hrs.	Brush cut bankside overgrowth on main ditch	TL & AL using both PC brushcutters
22-Jul	3	9 hrs.	Reducing arisings from work done 8 Jul - smaller branches chipped, larger branches cut into logs; logs used to create border on flower patch; cleared and re-instated grill downstream in main ditch	TL, AL & MS using AL's wood chipper, PC chainsaw and PC and MS' hand tools
6-Aug	3	9 hrs.	Brash cleared from ditch bank; overgrown weeds cleared from Jubilee hedge; brash collected and taken to compost heaps; commence cutting back overhanging willow stumps and trees from ditch bank	TL, AL & MS using PC chainsaw, PC and MS' hand tools and two builders' bags provided by MS
12-Aug	3	9 hrs.	Continue cutting back overhanging willow from ditch bank; cut back willow branches overhanging flower border; reducing and stacking brash ready for chipping, larger branches used for barrier fence, whips placed in dead hedge	TL, AL & MS using PC chainsaw and PC and MS' hand tools
19-Aug	2	4 hrs.	Clear back path; rake up, bag up and take to compost heaps	TL & MS using PC brushcutter and MS' hand tools and bags
31-Aug	1	1h.45 min.	Check and service PC brushcutter	MS
2-Sep	2	8 hrs.	Cut back bracken overgrowth in back meadow; commence cutting back overhanging growth on track side of main ditch	TL & MS using PC brushcutter and PC and MS' hand tools
8-Sep	1	1 hr.	Visit to assess storm damage, found large broken main branch on weeping willow	TL
9-Sep	2	7 hrs.	Continue clearing overgrowth in main ditch; clear perimeter path round main pond; fix additional posts to barrier fence	TL & MS using PC brushcutter, MS' extending hedge trimmer and MS' post ram
10-Sep	2	1h.20 min.	Cordon off danger zone round weeping willow; liaise with neighbouring property owner.	TL & MS, using MS' hazard tape and round posts

8.10.25

Agenda Item 7ai

16-Sep	2	4 hrs.	Brash pile chipped and spread on pathways	TL & AL, using AL's wood chipper
19-Sep	3	4 hrs.	Meeting with members of Marlot Liaison Committee to discuss squirrel damage	TL, AL & MS in attendance, using comprehensive notes prepared by AL
23-Sep	2	8 hrs.	Rake up brash from job 9 Sep and drag to compost heap; AL strim paths; MS cut access to ditch on pond side and commence clearing ditch debris; clear vegetation from ditch exit pipe and investigate flow; liaise with neighbour	AL & MS, using PC brushcutter and MS' hand tools and builders' bag
30-Sep	3	10h.30mins	Create new compound for cut timber, fill with branches lying around site; cut back re-generated willow patches in front meadow and lay whips in dead hedges	Team-working by TL, AL & MS with building materials, post ram and hand tools supplied by MS, tin sheets retrieved from site; both PC brushcutters used

**Marlot Conservation Group (MCG)**  
**Work review and report to Whixall Parish Council for its meeting to be held on 8 October 2025**

Goodbye Graham and thank you

Councillors will be aware that Graham Turnbull has not been fit enough to join in the work parties on the Marlot during this summer.

He has now decided to step back from the MCG, which means that there are now just three members to carry on looking after our nature reserve for the local and wider community.

We three are an autonomous bunch, but Martin Spenser will act as the first point of contact on Marlot issues and matters arising.

Work programme

We have worked through the summer months with the usual maintenance tasks and will continue to do so, whilst also identifying any specific matters which may require urgent attention. Some fallen trees, for instance, or broken branches can be handled by our team of volunteers, but larger trees which have been damaged by storms and left in a dangerous condition will have to be dealt with by professionals. This is the case with the weeping willow in the front meadow, a main branch of which has cracked under the strain of heavy foliage, buffeted by high winds on Saturday night, 6th September. The tree has been cordoned off and the MCG will make themselves available to assist where possible, once the professionals are on site, but in the meantime the urgent action taken by the Parish Council to address the matter is much appreciated.

Squirrels

On 17<sup>th</sup> June, Tim Lamb pointed out that several trees had been stripped of their bark. He suspected squirrel damage and this was confirmed on the same day, when Natural England's Woodland Management Officer called in to the site. Tim then carried out a brief, but not exhaustive, survey and counted 17 birch and oak trees which had been quite badly damaged. If our young trees are attacked in those quantities each year, then the broadleaf woodland on site will not survive. We hope that positive counter-measures will be approved to protect the nature reserve.

Barn Owl box

The recent bad weather also brought down the Barn owl box installed in March 2021. We are hoping to be able to clean it out and repair it ready to be re-installed during one of our task days.

Ditch management

The team has completed the clearance of the main ditch in the front meadow. This is a laborious and unpleasant task and was done ahead of schedule, because of clogging caused by vegetation growing in the ditch and overhanging from the banks. The same issue has been identified further downstream, but the landowner has confirmed that he will be dealing with it.

We have now commenced ditch clearance on the pond side, caused mainly by sticks and dead branches. However, there is tree-root ingress into the channel from bank-side willow and alder trees and this will need to be monitored to prevent future blockages.

In addition to the main ditch, there are flood relief ditches on the western and northern boundaries. These are very overgrown and may require mechanical attention in the future.

#### Brash clearance

Alan Lomas has kindly allowed the use of his wood-chipper to deal with some of the arisings from tree and shrub clearance, which would otherwise have created enormous amounts of waste material. The remainder, mainly larger, pieces are used for log borders, barrier fencing and dead hedging.

#### Shopping list

The MCG will be looking to replace or supplement some of the Parish Council's worn out hand tools and equipment. At present, machinery is being serviced where appropriate and there is no perceived immediate need for replacements, unless the Council gives some thought to a wood-chipper, which has proved invaluable.

#### Wildlife

Whilst moving around the reserve during the summer, the following butterfly species were casually noted:- Peacock, Red Admiral, Small Tortoiseshell, Painted Lady, Comma, Gatekeeper, Meadow Brown, Speckled Wood, Small Copper, Common Blue, Brimstone, Orange Tip, Large White, Small White, Green-veined White (there may have been others). Also seen:- Large Red Damselfly, Common Blue Damselfly, White-legged Damselfly, Banded Demoiselle, Emperor Dragonfly, Common Darter Dragonfly

#### Flowers

Clearly, insects are attracted by the proliferation of flowers on site, although the density of Meadow-sweet and Rosebay Willowherb may swamp other less robust species. This year, for instance, saw only a few spikes of Common Spotted Orchid, but the dry conditions probably contributed to this. Also, there was less Bird's-Foot Trefoil than in previous years. The Devil's-Bit Scabious flowers are now seeding, so we shall soon commence the autumn clearance of the front meadow.

#### Autumn and winter work

Most task days will be spent cutting back the vegetation in the meadow areas, which we would hope to burn on site. The work is necessary in the absence of winter grazing and includes cutting back large quantities of re-generated willow growth. Probably after that, we shall need to replace both Council brushcutters and the chainsaw!

#### What happened to our ponds?

The team has been prevented from working in the pond area; this is now seriously overgrown, resulting from previous flooding, which brought in nutrients from polluted water. Some ponds were re-profiled with large machinery 5 years ago and this exercise may have to be repeated. It remains to be seen whether our key species, the Great Crested Newt, will survive on site, where it was once seen in large numbers.

#### Pilfering

It is disappointing to note unauthorised removal of items from site, such as cut timber and wildflowers. As I understand it, the status of any nature reserve requires that there should be no kind of interference, beyond the general management needed to preserve it as such.

Martin Spenser

01948 880818

1 October 2025

## Marlot Liaison Committee (MLC)– Grey Squirrel Damage to Woodland

### The Issue

The Marlot Working Group (MWG) has recently noticed significant bark stripping of trees in the site woodland: 17 trees at a quick count, probably considerably more. Bark stripped trees are significantly damaged, the scarring providing an entry point for tree pests and diseases; in a worst case but not uncommon case a ring-barked tree will die.

It is very disheartening for the MWG to see such degradation of the reserve that they work so hard to maintain.

### Consultation with Natural England

As a result the MWG consulted Natural England, one of whose tree specialists visited the reserve. He confirmed:

- The damage was caused by grey squirrels
- The only control measure available was to trap & kill the squirrels.

### Background – Grey Squirrels in the UK

The non-native grey squirrels were introduced to the UK from the USA in 1876, since when they have spread rapidly, out-competing the native red squirrel, which is now restricted to small, protected areas. With almost no predators, like many non-native species they cause huge damage across the country: a recent Royal Forestry Society survey identifies grey squirrels as the greatest threat to broadleaf trees, ahead of pathogens and deer.<sup>1</sup>

To quote: “As a direct result of grey squirrel activity the large-scale planting of native broadleaf trees has effectively stopped. This is an environmental as well as a commercial disaster, as mature trees play a vital role in both biodiversity and carbon capture.”<sup>2</sup>

See Appendix 1 for vulnerability by tree species.

### UK Legislation

UK legislation mandates that captured squirrels cannot be released into the wild, and therefore must be killed. The relevant legislation is as follows:<sup>3</sup>

Legal instrument	Provision
Wildlife and Countryside Act 1981 (as amended) – Northern Ireland Wildlife Order	Illegal to release, or to allow to escape, to the wild any captive grey squirrel
Wild Mammals (Protection) Act 1996	Illegal to subject them to wilful acts of cruelty or abuse
Destructive Imported Animals Act 1932	An offence to keep a grey squirrel in captivity, except under licence

<sup>1</sup> [Grey squirrel tree damage evidence - UK Squirrel Accord](#)

<sup>2</sup> [Woodland Damage - Red Squirrel Survival Trust](#)

<sup>3</sup> <https://www.britishtreesquirrel.org/wp-content/uploads/2016/07/Grey-Squirrel-Best-Practice.pdf>

## Available Trap Types

Traps can either capture the squirrel alive, or kill it.

The disadvantages of live capture traps are:

- As the squirrel cannot be released, it has to be subsequently despatched. As drowning is not considered to be a humane killing method, this would involve the purchase and use of an air pistol, the use of which could be distressing.
- Live traps have to be checked every 24 hours. The MWG does not have the resource to do this.

## Recommendation

The MLC recommends the purchase of the Goodnature UK A18 Squirrel Trap with guard. (The guard is a metal box that protects it from the elements and renders it inconspicuous).

### [Squirrel Traps - The A18 Grey Squirrel Trap from Goodnature UK](#)

The trap is shown here with and without guard:



The cost would be £195.

It works as follows:

- After loading with bait (maize, peanut butter), it is fixed to the trunk of a tree, the base and lower trunk of which can also be baited to attract the squirrel.
- When the squirrel puts its head into the tube to get the bait, a metal rod is released at high velocity, powered by compressed CO<sub>2</sub>, which crushes its head killing it instantly.
- The squirrel falls to the ground and is consumed as carrion by other wildlife
- The trap has a digital counter that shows how many kills there have been.

### [How the A18 Squirrel Trap Works](#)

Running costs are low: replacement CO<sub>2</sub> canisters cost £3.99 and are good for 24 kills. Maize and peanut butter or desirable would be needed for bait.

One of the MWG members had successfully used this trap on their own land.

### Alternatives Considered

Shooting is not an option: the rules around would make it near impossible in a space open to the public, and the cost would be at least £100/day.

Live traps are not seen as viable as the MWG does not have the resource to check them daily.

The WCS squirrel tube trap is an alternative and cheaper kill trap:

#### [WCS Squirrel Tube Trap - Effective Squirrel Removal With Monkey Nut Bait](#)

This was rejected because:

- It is technically both more complex to use. Quoting from the above web page: *“Setting is a little complicated at first but once you get the hang of it, you should not have too much of a problem but please BE VERY CAREFUL when setting as this trap could remove some fingers!”*
- There is a significantly higher risk of it trapping other animals, as it is placed on the ground
- Being on the ground, it is at risk of being discovered by Marlot visitors, who could be injured if they put their hands in it, or who could steal it.

Another kill trap is the Norbury:

#### [Norbury Grey Squirrel Trap | Guarantree](#)

It was rejected because at £239 including VAT it is more expensive. In addition, it is a large ground-based structure that would certainly attract the attention of Marlot users, and would be vulnerable to theft.

### Use and maintenance

The trap would be installed in an appropriate location deep within the woodland away from paths, and monitored regularly by the MWG

### Risks

2 risks have been identified:

#### THEFT

To minimise the risk of theft the trap could be placed higher on the tree, so that it is only accessible with a ladder. With the guard in place it is not conspicuous and at elevation would be unlikely to be seen.

#### PUBLIC OPPOSITION TO KILLING PESTS

Despite the eco-system degradation and economic cost of grey squirrel damage, some people remain opposed to killing pests, and it is recommended that the Parish Council (PC) has a public relations communication available in the case of such opposition being voiced.

PC meeting minutes could, but only if it was felt appropriate by the PC, use language such as “appropriate measures for pest control” rather than “killing squirrels” without being misleading.

### The cost of doing nothing

Squirrels predominantly attack young trees. Estimating that at least 20 a year are killed, the young birch growth would quickly be eliminated.

Although Natural England advise leaving dead trees to stand, as they create a unique ecosystem, this would not be possible near footpaths as they would become unsafe. The cost of felling such trees would in the long run far exceed the current trap investment.

### Conclusion

The MWC recommends the purchase of an A18 Goodnature Squirrel Trap at a cost of £195.

### Appendix 1 – Vulnerability by tree species

Tree species susceptibility to grey squirrel damage		
High	Medium	Low
Sycamore Beech Hornbeam	Ash	Wild cherry Alder Lime Horse chestnut
Oak	Common walnut	Crab apple Elm Plane
Poplar spp.	Red oak	Yew Eucalyptus
Sweet chestnut	Poplar spp.	Sitka spruce Douglas fir
Willow Birch	Scots pine	Corsican pine Lodgepole pine Noble fir Grand fir
Acers Betula Quercus	Western hemlock	Italian alder
Salix		
Larches	Norway spruce	Sorbus spp. Poplar spp.

Table by Graham Taylor MBE – Pryor & Rickett Silviculture

Council Representatives on the Marlot Liaison Group	
1.	<p><b>Purpose of the Group</b> The Marlot Liaison Group brings together key stakeholders involved in the care and management of the Marlot LNR. The main parties are the parish council (landowner) and Marlot Conservation Group, a non-incorporated volunteer group who manage the site. The group exists to ensure that the Marlot is well-managed on behalf of local residents.</p> <p>The purpose of appointing councillors to this group is to make sure the Parish Council is able to contribute to discussions about the management of the Marlot. Councillors will ensure the Council's views are represented and that there is a two-way flow of information and ideas between the MCG and the Council.</p>
2.	<p><b><u>Objectives of Councillor Representation</u></b></p> <ul style="list-style-type: none"> <li>• Represent the Parish Council's views at Liaison Group meetings.</li> <li>• Report back to the Council, including any recommendations or actions the Council should consider taking.</li> <li>• Contribute to discussions and proposals that align with the Council's goals and policies.</li> <li>• Engage in positive communication between the Council and MCG</li> </ul>
3.	<p><b><u>Responsibilities</u></b> Councillors appointed to the Marlot Liaison Group will:</p> <ul style="list-style-type: none"> <li>• Attend meetings, or send apologies if they cannot attend.</li> <li>• Review relevant documents and prepare for meetings.</li> <li>• Provide regular updates to the Council about the Group's activities.</li> <li>• Ensure the Council's decisions or policies are communicated to the Group.</li> <li>• Work respectfully and collaboratively with others.</li> </ul> <p>This group does not handle finances or make decisions, but may make recommendations. All decisions are made by the Council.</p>
4.	<p><b><u>Term of Appointment</u></b></p> <ul style="list-style-type: none"> <li>• Councillors are appointed annually at the Council's Annual Meeting, or as decided by the Council.</li> </ul>
5.	<p><b><u>Reporting and Accountability</u></b></p> <ul style="list-style-type: none"> <li>• Councillors will provide an update to the Council after each Liaison Group meeting.</li> <li>• If Council is to be asked to make a formal decision, the Clerk must be asked to add it as an agenda item.</li> <li>• The liaison group is not a formal committee and as such does not follow the Council's meeting rules and procedures. However, declarations of interest must be made by council representatives.</li> <li>• The Committee is accountable to the full Parish Council and follows the Council's rules and procedures including declaration of interests</li> </ul>

6.	<p><u>Support</u></p> <ul style="list-style-type: none"><li>• The Clerk will provide administrative support or advice as needed.</li><li>• Councillors can request briefing materials or background information from the Clerk to assist in their role.</li></ul>
7.	<p><u>Review</u></p> <p>These Terms of Reference will be reviewed every four years or whenever changes are needed based on the Council's representation or the work of the Marlot Liaison Group.</p>

### Conifer Tree on Hollinwood Common

A resident who lives adjacent to Hollinwood Common has asked for permission to remove a conifer tree which is growing adjacent to their property. As can be seen from the images below, at least half of the tree is overhanging the property.

The 'Right of Abatement' allows property holders to cut back overhanging branches or encroaching roots up to the boundary line. However, if the resident were to exercise this right it would result in an eyesore for neighbours living opposite.

The resident has stated that they are willing to

- Write to their neighbours asking if they are happy for a tree to be removed from the Common Land
- Undertake all work to remove the tree
- Make safe and dispose of all arisings.

#### Recommendation

Martin Spenser, who maintains the Common on behalf of the Parish Council, should be consulted on this request. If he is in agreement, then the Council should write to give approval to the resident setting out what must be done before the tree can be removed and outlining how the site must be left afterwards.



A Roberts 1.10.25

8.10.25

Agenda Item 7b

Whixall Parish Council (PC)

Hollinwood Green

Voluntary hours spent 1st July - 30th September 2025

Date 2025 3rd Quarter	Number of	Total hours worked	Description of work	General comments (e.g. equipment used)
			All work done by Martin Spenser (MS)	
7-Jul	1	1h.40mins.	Mow grass (mulch cut, extremely dry)	PC mower
6-Sep	1	40 mins.	Strim round posts, tree trunks and lawn edges	MS' strimmer
6-Sep	1	1h.15mins.	Mow grass on high setting	PC mower and MS' builders' bags
7-Sep	1	50 mins.	Decant cuttings into manageable quantities and take 4 builders' bags to council tip	MS' bags and own transport
19-Sep	1	2h.30mins.	Mow grass	PC mower and MS' builders' bags
21-Sep	1	1 hr.	Decant cuttings into manageable quantities and take 5 builders' bags to council tip	MS' bags and own transport



**WHIXALL PARISH COUNCIL**  
**Business and Finance Risk Assessment 2025-26**

Approved May 2024

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to managing risk, which:

- identifies the subject;
- identifies what the risk may be;
- identifies the level of risk;
- evaluates the management and control of the risk and records findings; and
- reviews, assesses and revises procedures if required.

It should be noted that the Council has a separate Business Continuity Plan which should be read in conjunction with this risk assessment.

<b>MANAGEMENT</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
<b>Business Continuity</b>	Council not being able to continue its business due to an unexpected or tragic circumstance	L	The Council has a separate business continuity plan. All files and recent records are kept at the Clerk's home. In the event of the Clerk being indisposed, Chairman to contact Clerk's family for records and SALC for advice.	Review when necessary.
<b>Meeting Premises</b>	Adequacy Health and Safety	L	Meetings are held in the Social Centre. All premises and facilities are considered to be adequate for the Clerk, Councillors and any Public who attend from a health & safety and comfort aspect.	Adequate
<b>Council Records</b>	Loss through theft, fire, damage	M	Current papers are held at the Clerk's home. Archived papers have been stored in the County Archive.	Damage or theft is unlikely and so provision adequate.
<b>Council Electronic</b>	Loss through damage,	M	Parish Council's electronic records are stored on the	

<b>Records</b>	fire, corruption of computer		Clerk's laptop which uses virus protection. Files are backed- up to OneDrive at least monthly	
<b>FINANCE</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
General	Poor Financial management	L	Standing Orders and Financial Regulations reviewed annually. Maintain an effective budget control/ financial reporting system. Quarterly budget report is considered by Full Council. Internal audit. Reserves Policy adopted and reviewed annually. Business Continuity Policy in place to manage disaster recovery and business continuity risks reviewed annually. Monthly reconciliation of all bank accounts against cashbook.	Adequate
<b>Budget</b>	Failure to set and monitor a proper budget b	L	Final budget agreed by Parish Council every January. Budget Monitored throughout the year. Quarterly budget reports presented at the next PC meeting.	Adequate
<b>Precept</b>	Adequacy of precept	L	Sound budgeting when establishing the level of the annual precept – the Council receives bank reconciliations/cash book reports at each meeting and a detailed budget prior to agreeing the precept. Precept is set as a result of a full report detailing requirements and outlining impact on council tax levels.	Adequate
	Request not submitted	L	Part of the Clerk's annual schedule to submit in January	Adequate
	Not paid by SC	L	General reserve is adequate to pay at least 3 months of Council commitments should SC fail to pay the precept.	Adequate
<b>Record keeping</b>	Inadequate financial records	M	Standing Orders and Financial Regulations reviewed annually. Regular checks of bank reconciliation against statements made by appointed Councillor. Internal auditor reviews accounts systems. Council records all financial transactions using EasyPC.	Adequate

<b>Payments</b>	Failure to maintain an effective payments system	L	<p>All payments to be supported by invoice.  All detail and payment to be entered on EasyPC.  All payments to be approved by council and recorded in the minutes.  All invoices scanned and sent to signatories along with screenshot of authorisation page from Banking website prior to approval.  Once approved at Full Council, all payments to be authorised by two members on the unity bank site.  Authorising Councillors responsible for the scrutiny of the unity payments sheet against invoices prior to authorisation.  All expenditure to be subject to sound budgetary control.  Councillors with authority to authorise payments via internet banking system are responsible for keeping passwords safe and having appropriate firewalls, anti virus, anti spyware software on computers/phones in line with financial regulations.  New supplier payments made through internet banking – bank account details on invoice must be checked and signed by RFO to validate accuracy of the account details loaded on the system.</p>	Adequate
<b>Suppliers</b>	Failure to mitigate against supplier fraud, including the adequacy of supplier onboarding controls.		<p>When a new supplier is set up for an online payment the supplier is telephoned to check that the account details on the invoice are correct to mitigate the risk.  Additionally, UTB validates bank accounts prior to paying a new beneficiary.</p>	Adequate
<b>Insurance</b>	Adequacy Cost Compliance Fidelity Guarantee	L	<p>An annual review is undertaken of all insurance arrangements. Employers Liability, Public Liability and Fidelity Guarantee are statutory requirements.</p>	Adequate  Review provision and compliance annually
<b>Banking</b>	Inadequate checks	L	<p>The Council has adopted a formal procedure for approving payments online (F4 Process for approving Payments).</p>	Adequate.  Review Financial

			Financial regulations are followed. Bank reconciliations are checked and presented at every meeting.	Regulations annually or as updated.
<b>Cash</b>	Loss through theft or dishonesty	L	The Council has no petty cash or float. Cash transactions made by the Clerk, are reimbursed on production of a receipt or invoice.	Adequate
<b>Financial controls and records</b>	Inadequate checks	L	Reconciliations prepared by RFO for each meeting and checked by a Councillor who is not a signatory. Two signatories must approve any payments. Internal and external audit. Any financial obligation must be resolved and clearly minuted before any commitment. All payments must be resolved and clearly minuted. Any s137 payments must be recorded at time of approval	Adequate
<b>Freedom of Information Act</b>	Policy Provision	L	The Council has a model publication scheme in place.	Continue to monitor and report any impacts made under Freedom of Information Act
<b>Clerk</b>	Loss of Clerk	M	Sufficient funds should be maintained for recruiting and training a new Clerk.	Funds available in General Reserve and or training budget.
	Fraud	L	Internal controls are in place. The requirements of Fidelity Guarantee insurance must be adhered to.	Adequate
	Actions undertaken	L	Clerk should be provided with relevant training, reference books, access to assistance and legal advice.	Membership of SALC and SLCC maintained. Monitor performance and meet requests for training and literature.
	Salary/tax paid incorrectly	L	Salary payments checked and minuted at Council meetings. Council registered for PAYE, and payslips produced using HMRC software. PAYE paid monthly to HMRC.	Adequate
<b>Elections</b>	Cost of holding an election (risk highest in	M	To reduce the risk, the Council has set aside earmarked reserves to cover election costs.	Adequate

	election year).			
<b>Grants and Donations</b>	Power to Pay	M	Clerk to advise / decision minuted.	Adequate
	Grant not used for intended purpose	M	Recipients to provide a report on their use of the grant.	Adequate
<b>VAT Reclaim</b>	Reclaiming incorrectly	L	Financial regulations set out the requirements.	Adequate
	Failing to reclaim	L	On clerk's schedule for March	Adequate
	Not paid by HMRC	L	Monitored by Clerk	Adequate
	VAT analysis	M	Detailed records are kept in the cashbook. Receipts / invoices retained.	Adequate
<b>Reserves</b>	Adequacy (General)	L	Clerk to report quarterly and at budget setting	Clerk's opinion/Members decision
	Adequacy (Earmarked)	L	Earmarked reserves are set up to address identified risks	Clerk's opinion/Members decision
	EMR not used for intended purpose	L	Financial Regulations – can only be spent by resolution.	Adequate
<b>Annual Return (AGAR)</b>	Not submitted within time limits	L	On the Clerk's annual schedule and is completed and returned in line with requirements.	Adequate
<b>ASSETS</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
<b>Land and Property Assets</b>	Loss or damage	M	An asset register is kept up to date and insurance is held at the appropriate level for all items.	Regular inspections required.
	Injury to member of the public		Public liability insurance is held.	
	Valued wrongly	L	Value of assets checked annually	Adequate
	Unexpected repair costs	M	Earmarked reserves for minor repairs. Insurance in place. General reserve kept at sufficient level for emergencies. Schedule of annual inspections introduced.	Continue to review.
	Increasing costs for managing the Marlot as a Local Nature Reserve	M	Marlot liaison group is in place to work with the MCG voluntary group and make future management recommendations. Council to ensure these are financially prudent and sustainable.	Continue to review.

<b>LIABILITY</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
<b>Legal Powers</b>	Illegal activity or payments	L	All activity and payments made within the powers of the Parish Council and to be resolved and clearly minuted.	Adequate Consider GPC..
<b>Minutes/agendas Statutory documents</b>	Accuracy and legality	L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements.	Adequate
	Non-compliance with Statutory requirements	L	Minutes are approved and signed at next meeting Minutes and agendas are published according to legal requirements.	Adequate
<b>Public Liability</b>	Risk to third party, property or individuals	M	Insurance is in place, risk assessment of any individual event undertaken	Adequate
<b>Employer Liability</b>	Non-compliance with employment law	L	Undertake adequate training, seek advice from SALC Insurance in place. Contract in place.	Adequate
	Failure to comply with pension regulator		Clerk is enrolled in NEST pension scheme. Compliance declared 2025.	
<b>Legal liability</b>	Legality of activities	L	Clerk to seek/give advice on legality as required..	Adequate
	Proper and timely reporting via minutes	L	Council always receives and approves minutes at next meeting.	Adequate
	Proper document control	L	Clerk responsible for retention of documents according to policy and law.	Adequate
<b>COUNCILLORS</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Members' interests	Conflict of interest	M	Councillors have a duty to declare any interest at the start of the meeting.	Adequate
Members' interests	Register of members interests	L	Register of members interest form should be reviewed on an annual basis.	Members to take responsibility
Members' Actions	Reputational Damage	L	Council has adopted the Members' Code of Conduct.	Adequate

**WHIXALL PARISH COUNCIL**  
**Business and Financial Risk Assessment Schedule**  
**Updated September 2025**

ITEM	FREQUENCY	LAST REVIEWED	COMMENTS/ACTION
<b>Parish Council Insurance</b>			
Public and Employers Liability	Annually	June 2025	
Money and Fidelity Guarantee	Annually	June 2025	
Personal Accident	Annually	June 2025	
<b>Assets</b>			
Inspection	Annually	May 2025	To be completed by October each year.
Valuation	Annually	April 2025	
<b>Financial Matters</b>			
Banking Arrangements	Annually	Sept 2025	
VAT return completed	Annually	April 2025	
Budget agreed, monitored, reported	Quarterly	April 2025	
Precept requested	Annually	Jan 2025	
Payments approval procedure	Annually	Sept 2024	
Internal check of procedures	Annually	April 2025	
Clerk's salary reviewed and documented	Bi Annually <sup>1</sup>	April 2025	Increment paid April 2025, pay award to be approved September 2025
Bank reconciliation & records checked by Councillor	Each meeting	July 2025	
Internal audit	Annually	May 25	
External audit	Annually	n/a	Exempt - Income/expenditure below £25k
<b>Administration</b>			
Minutes properly numbered	Ongoing	April 25	
Asset register available/updated	Ongoing	April 25	

<sup>1</sup> to agree increments and approve national payrise.

Financial regulations reviewed	Annually	April 25	Approved in May 25
Standing Orders reviewed	Annually	April 25	Approved in May 25
Risk assessment reviewed	Annually	April 25	For Approval in September 2025
General Power of Competence confirmed	Annually	n/a	
Back up of computer records	Monthly (min)	June 2025	
<b>Employers Responsibilities</b>			
Contract of employment in place	Ongoing	June 2025	In place since July 2018
Written arrangements with contractors	Ongoing	April 2025	Grass cutting contract
<b>Member's responsibilities</b>			
Code of Conduct adopted	Ongoing		No change unless Shropshire Council amend their Code.
Register of interests completed, updated	Ongoing	June 2025	New Council May 2025
Register of gifts/Hospitality	Ongoing		No gifts to date
Declaration of Interests minuted	Ongoing		No standing declarations. Agenda item for every meeting.

First Adopted	January 2023
Review Frequency	Annually
Current Version	September 2025
Next Review due	May 2026

# Whixall Parish Council



## GRANTS & DONATIONS POLICY

### Background

Each year Whixall Parish Council gives small grants to organisations whose work benefits people who live within the Parish. The sum allocated for grants and donations is part of the annual precept of the Council.

### Eligibility to receive grant funding and donations

Eligible	Ineligible
<ul style="list-style-type: none"> <li>Organisations or community groups within the parish</li> <li>Organisations outside the parish who can show that their work benefits people from Whixall</li> </ul>	<ul style="list-style-type: none"> <li>Private individuals</li> <li>Political parties</li> <li>Organisations whose work does not provide any benefit to Whixall residents</li> <li>Organisations whose sole purpose is make profit</li> <li>Religious organisations (unless for a purpose that does not discriminate on grounds of belief)</li> <li>Organisations who request funding to support their statutory responsibilities</li> </ul>

### Application Process

Applicants are required to complete and return a short application form which is available in hard copy and on the website. Check bank information section

### Decision Process

Grants are usually decided in February each year, although the Council may occasionally decide to announce additional grant funding on its website. The Parish Council may ask applicants to attend a meeting to discuss their application.

Parish Councillors will consider the following when assessing grant applications:

- Is the grant from an eligible organisation or group?
- Will the activity benefit residents of Whixall?
- Do the costs appear realistic?
- Are there more appropriate streams of funding for this activity?

### Successful Applications

Grants will be paid by bank transfer, usually before the end of March. The parish council will publish an annual list of grants it has awarded on its website.

Recipients may be asked to provide an update of how the grant has been spent. This information will be made publicly available.

### Unsuccessful Applications

The Parish Clerk will contact the applicant shortly after the meeting with an explanation and, if appropriate will provide guidance for a future application.

Adopted	March 2021
Review Frequency	Annual
Reviewed	October 2025

# Whixall Parish Council



## FINANCIAL RESERVES POLICY

### Introduction

Whixall Parish Council is required to maintain adequate financial reserves to meet its needs. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum level of reserves that an authority should hold, and it is the responsibility of the Responsible Financial Officer to advise the Council about the level and use of reserves.

### Types of Reserves

Reserves can be categorised as general or earmarked.

Earmarked reserves can be held for several reasons:

- Renewals – to enable services to plan and finance an effective programme of vehicle, equipment and infrastructure replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
- Carry forward of underspend - some services commit expenditure to projects, but cannot spend the budget in year. Reserves are used as a mechanism to carry forward these resources.
- Insurance reserve – to enable the Council to meet the excesses of claims not covered by insurance.
- Other earmarked reserves may be set up from time to time to meet known or predicted liabilities.

General Reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

### Earmarked Reserves

Earmarked reserves will be established on a “needs” basis, in line with anticipated requirements.

Any decision to set up a reserve must be made by the Council and expenditure from reserves can only be authorised by the Council.

Reserves should not be held to fund on-going expenditure. This would be unsustainable as, at some point, the reserves would be exhausted. To the extent that reserves are used to meet short term funding gaps, they must be replenished in the following year. However, earmarked purpose would not need to be replenished if they have been used to meet the purpose for which they were originally established.

All Earmarked Reserves are recorded on a central schedule held by the Responsible Financial Officer which lists the purpose for each reserve is held.

Reviewing the Council’s Financial Risk Assessment is part of the budgeting and year end accounting procedures and identifies planned and unplanned expenditure items and thereby indicates an appropriate level of Reserves.

### General Reserves

The level of General Reserves is a matter of judgement and so this policy does not attempt to prescribe a blanket level. The primary means of building general reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been consumed in the previous year.

Setting the level of General Reserves is one of several related decisions in the formulation of the medium-term financial strategy and the annual budget. The Council must build and maintain sufficient working balances to cover the key risks it faces, as expressed in its financial risk assessment.

If in extreme circumstances General Reserves were exhausted due to major unforeseen pressures, the Council would be able to draw down from its earmarked reserves to provide short term resources.

The minimum level of general reserves to be held by the Council is three twelfths of the annual precepted figure, to fully cover three months' expenditure. This figure is £2,943 for the financial year 2025/26. Even at times when extreme pressure is put on its finances the Council must keep a minimum balance sufficient to pay one month's salaries in General Reserves at all times.

### Current level of financial reserves

At 30 April 2025, the Council held the following earmarked and ringfenced reserves:

Reserve	Current Level	Maximum Level
Marlot Equipment	£1,007	No maximum
Office Equipment	£573	£750
Hollinwood Green Picnic Bench	£473	£475
Hollinwood Green Lawnmower	£449	£450
General Painting & Maintenance	£1,284	No maximum
Election Costs	£1,668	£2000
Neighbourhood Fund (ringfenced)	£2,158	External funding
<b>Total</b>	<b>£7,612</b>	

### Anticipated Spend from Reserves in 2025-26

Item	Estimated Cost	Reserve
Old Burial Ground Tree	£1,200	General
Moss Cottages Fence	£2,200	General/N Fund
Elections	£200	Elections
Laptop Lead	£50	Office Equipment

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<b>Document</b>	F3 Reserves Policy
<b>Adopted</b>	9 November 2022
<b>Reviewed</b>	October 2025
<b>Review Frequency</b>	Annually
<b>Next Review due</b>	October 2026

# Whixall Parish Council



## System of Internal Controls

### Background

Whixall Parish Council has a responsibility to manage its finances properly and to ensure compliance with all legal requirements. Additionally, it has a responsibility to manage all financial risks. To assist with this, the Council requires a system of internal control.

This is an operational document and should be read in conjunction with the Council's Financial Regulations

### Internal Control Roles Overview

#### The Council:

- has adopted Financial Regulations which set parameters for its financial operations;
- reviews its obligations and objectives and approves budgets for the following year at its January meeting;
- approves the level of precept for the following financial year at its January meeting;
- annually appoints a Councillor to carry out bank reconciliation checks. This Councillor is a non-signatory;
- monitors progress at each full council meeting by receiving relevant reports from the RFO / Clerk; and
- carries out regular reviews of its internal controls, systems and procedures.

#### The Clerk:

- has been appointed by the Council and acts as the Council's advisor and administrator;
- is the Council's Responsible Financial Officer (RFO) and has responsibility for administering the Council's finances;
- carries out regular budget monitoring and provides quarterly reports to the Council;
- is responsible for day-to-day legal and regulatory compliance and for managing risks
- ensures adherence with the Council's procedures and control systems.

### Payment Processes Overview

- All payments are reported to the Council for approval;
- Two members of the Council must authorise all payments and adhere to the Council's Financial Regulations in doing so;
- Where delegated payments made, as per the Local Government Act 1972, s101(1a) and the Council's Financial Regulations, a report will be provided to the next full Council.

### Risk Assessments / Risk Management:

- The Council maintains up to date risk assessments as appropriate, reviewing all documents at least annually, and regularly reviews its systems and controls.
- The Council seeks and receives appropriate property, legal, insurance and health and safety advice as appropriate to manage risk.

### Specific Internal Controls

These are set out in appendix A.

### Audit

#### Internal Audit

- The Council appoints an independent and competent internal auditor who reports to the Council on the adequacy of its records, procedures, systems, internal controls and risk

management as part of the Annual Governance and Accountability Return (AGAR) process

- Any issues raised by the Internal Auditor are reported in writing to the Council and agreed actions are monitored to ensure that they have been carried out and actioned within agreed timescales.
- The Council reviews the effectiveness of internal audit annually.

#### External Audit:

- Smaller Authorities Audit Appointments (SAAA) appoints an external auditor to carry out a limited assurance review on behalf of town and parish Councils<sup>1</sup>
- The Council will normally declare itself exempt from external audit as its turnover is less than £25k. Should an external audit be required, following completion the annual Certificate of Audit is provided, which is presented to Council

### **Review of Effectiveness**

On at least an annual basis, the Council has responsibility for conducting a review of the effectiveness of the system of internal control, which is monitored and informed by:

- the Council;
- the Clerk / Responsible Financial Officer;
- reports from the independent Internal Auditor;
- reports from the External Auditors (where appropriate).

Document	F4 System of Internal Controls
Adopted	September 24
Review Frequency	Annual
Reviewed and ratified	October 2025

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<sup>1</sup> The current external auditor is PKF Littlejohn (2025)

### Authorised Signatories

For approving online payments or signing cheques, the requirement is two signatories. The Council will always have a minimum of three councillors who are signatories in order to ensure business continuity. These will be the Chair, Vice Chair and one additional nominated councillor.

### Payroll

- Salary scale point for following year is agreed in October (based on employment contract)
- Pension contributions are calculated using NEST online (printout provided as evidence). Council has resolved to contribute 5.5% of gross salary, employee must contribute a minimum of 5.5%.
- PAYE and NI are calculated using HMRC Basic tool (payslip provided as evidence of net salary and PAYE contribution)

### Process for approving payments

- All payments must be approved by the Council and the decision minuted
- Evidence must be provided for every payment
- For invoices
  - Receipt of goods/services is confirmed before payment is made
  - Invoices are checked arithmetically
  - A record is kept of VAT paid
- For each payment to be made:
  - A unique reference number is allocated
  - The appropriate power to spend is checked
  - Net, VAT and total payment are recorded
- Payment information is shown in the meeting agenda, along with any payments made under delegated powers.
- Invoices received post-agenda are tabled at the meeting
- Approval of payments is minuted

### Process for making payments using online banking

- All online payments require approval by two signatories
- The clerk/RFO uploads payments but cannot approve the transactions
- Signatories receive the following along with a request to approve the payments:
  - Scanned evidence of each payment to be made
  - List of payments approved by Council
  - Screenshot from banking site showing payments waiting to be approved. This is annotated to show the unique payment reference relating to each transaction.

### Records of Payments

Hard copies of the following are kept

1. Payment evidence along with associated orders where appropriate
2. List of payments approved by council
3. Annotated screenshot of payments to be approved

### Process for ensuring cashbook and bank accounts reconcile

At least one week before a full council meeting, the clerk/RFO will send the following to the nominated councillor:

- Copy of the previous minutes showing all approved payments for the previous month
- Evidence for any additional payments made using delegated powers
- Copy of the bank statements
- Copy of the bank reconciliation sheets which show the bank balances, cash book balance and any approved payments which are outstanding.

The nominated councillor will then check that the cashbook balance agrees with the total bank balance minus outstanding payments. They will confirm this at the full council meeting and initial the bank reconciliation spreadsheet on behalf of the Council.

### **Process for making VAT reclaims**

The Council's finance software records VAT separately and produces a report to support VAT reclaims.

VAT reclaims can be made quarterly, but as a minimum, the Council reclaims VAT in March each year. A record of each claim is kept on file.



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Registration, tea and coffee from 3.15pm & opportunity to visit Exhibitor Stands

## DRAFT AGENDA 2025

1.	<b>President's welcome</b>
2.	<b>Apologies</b>
3.	<b>Declarations of interest</b>
4.	<b>To Elect Honorary Officers</b> <ul style="list-style-type: none"> <li>• Election of President</li> <li>• Election of Vice Presidents</li> </ul>
5.	<b>Minutes of the 75th AGM held on 30<sup>th</sup> October 2024</b>
6.	<b>Presentation of Awards</b> <ul style="list-style-type: none"> <li>• Long Standing Clerks</li> <li>• President's Award</li> </ul>
7.	<b>Presentation by CCLA &amp; Unity Trust</b>
8.	<b>Presentation by Cloudy IT</b> <i>'AI – friend or foe? AI - the future for parish councils?'</i>
9.	<b>Appoint the Auditor for 2026-27</b>
10.	<b>To Adopt the Annual Report and Audited Accounts</b>
11.	<b>To Set the Subscription Fee for 2026-27 as recommended by the Executive (to be confirmed in the final agenda following confirmation by the Executive on 9<sup>th</sup> September</b> <i>NOTE: This does not include NALC fee of 8.6 pence per elector with a cap of £2216 for larger councils. (subject to confirmation)</i>
12.	<b>Motions for Debate</b>
13.	<b>Guest Speaker</b> <b>Emma Backhouse, Chief Operating Officer, Lingen Davies</b>

***President will close the AGM and invite all to share refreshments whilst visiting the Exhibitors***

## Data Protection training - delivered by Breakthrough Communications

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**Gail Power** < Gail.Power@shropshire.gov.uk >

Mon, 22 Sep 2025 11:56:54 AM +0100

Tags October Meeting

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To: Member Councils and Parish Meetings.

Dear All,

For information, Breakthrough Communications have decided to start running their Data Protection parts 1, 2 and 3 training and Councillors Data Protection training every month starting from October, please see list below,. If you would like to attend any of these events please make your booking directly with Breakthrough Communications via their link: [County Association Training | Breakthrough Communications \(breakthroughcomms.co.uk\)](#). The cost per event, per member delegate is £40, we will send an invoice to the respective parish/town council after the event.

### **Upcoming Training Dates**

#### **Data Protection 1:**

- 03 Oct 2025 | 09:30
- 03 Nov 2025 | 09:30
- 12 Jan 2026 | 09:30
- 03 Feb 2026 | 09:30

#### **Data Protection 2:**

- 26 Sep 2025 | 09:30
- 07 Oct 2025 | 14:30
- 17 Nov 2025 | 09:30
- 19 Jan 2026 | 09:30
- 09 Feb 2026 | 10:30

#### **Data Protection 3:**

- 17 Oct 2025 | 09:30
- 05 Dec 2025 | 09:30
- 26 Jan 2026 | 09:30
- 19 Feb 2026 | 09:30

#### **CLRs Data Protection:**

- 06 Oct 2025 | 18:30
- 10 Nov 2025 | 18:30
- 08 Dec 2025 | 18:30
- 22 Jan 2026 | 18:00
- 16 Feb 2026 | 18:00

A reminder of our Data Protection courses:

## **Data Protection for councils Part 1: Foundations & theory**

The legislative landscape is constantly changing. It is important that councils have the most up-to-date understanding of data protection legislation. They should also have a good grasp of their data protection obligations. This introductory session walks councils through the theory and core principles of UK GDPR and other relevant legislation. We will explain what policies, practices and processes local councils need to have in place.

## **Data Protection for councils Part 2: Accountability and lawfulness**

This session deep dives into how councils demonstrate accountability with UK GDPR. We consider the different lawful bases for the processing of personal data. We will also delve deeper into how to create the policies and documents required for local councils. We will explore the requirements of the published Privacy Notice, how to create Legitimate Interest Assessments and Data Protection Impact Assessments.

## **Data Protection for councils: Part 3 Data subject rights and information security**

In this session we consider how to deal with data subject rights requests, including Subject Access Requests (SARs). We explore the steps to take to ensure you are compliant. Consider what exemptions may apply. There is also an introduction to information security for local councils and what this means in practice.

## **Councillors training: Data protection training for parish and town councillors**

It's important for any councillor to grasp how data protection laws relate to your role. This is true for new as well as longer serving councillors. This session clarifies a councillor's legal responsibilities to themselves and the council. We will guide you on the right procedures and best practice. We will also introduce Freedom of Information and the implications it has for councillors.

Thank you.

Kind regards,  
Gail



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## Area Committee Review

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**Dianne Dorrell** < [dianne.dorrell@shropshire.gov.uk](mailto:dianne.dorrell@shropshire.gov.uk) >

Tue, 16 Sep 2025 2:51:09 PM +0100

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To Parish & Town Councils and Parish Meetings  
CC: SALC Executive

The SALC Executive reviews the workings of its Area Committees from time to time, as is set out in our Constitution.

The Executive noted that a review had not been conducted for some years and therefore set up a Review Working Group in June. The Group met on the 23 July and last Wednesday, 10 September, members of the Group being Cllrs Martin Bennett (Oswestry Rural), Roger Evans (Ford and Hanwood), David Mills (Craven Arms), Sylvia Pledger (Albrighton), Mark Roberts (Shawbury), Trevor Tarran (Shifnal), Allan Wilson (Edgmond) and chaired by Ray Wilson (Ercall Magna). The Group has made a number of recommendations for its Area Committees to consider and these are set out in the draft notes of the last meeting attached.

However, the Group were aware that not all Area Committee representatives attend their Area Committees for various reasons. The Group therefore wish to ensure your views are taken into account.

We therefore wish to invite you to comment on the recommendations or any other suggestions or comments in general. If so please could you send your comments direct to your Area Committee Administrator so that they can be taken into account. Contact details are attached for each of the six Area Committees.

(Clerks, if you will pass on to your AC representative, but please do pass on any comments etc that you also have, they are most welcome.

**Bridgnorth & Shifnal Area Committee, Gillian Bayley** ([bsareacommittee@gmail.com](mailto:bsareacommittee@gmail.com))

**North Shropshire Area Committee, Amanda Roberts** ([nsareacommittee@yahoo.com](mailto:nsareacommittee@yahoo.com))

**Oswestry Area Committee, Ian Cruise Taylor** ([oswestryareacommittee@gmail.com](mailto:oswestryareacommittee@gmail.com))

**Shrewsbury & Atcham Area Committee, Helen Ball** ([helen.ball@shrewsburytowncouncil.gov.uk](mailto:helen.ball@shrewsburytowncouncil.gov.uk))

**South Shropshire Area Committee, Clive Leworthy** ([clive.leeworthy@gmail.com](mailto:clive.leeworthy@gmail.com))

**Wrekin Area Committee, Katrina Baker MBE** ([katrina.oaklands@btinternet.com](mailto:katrina.oaklands@btinternet.com))

Your assistance with this would be much appreciated.

BW  
Dianne

## **DRAFT Notes of the meeting of the Area Committee Review Working Group (WG) 10 September 2025**

Present:

Cllrs: M Bennett, R Evans, S Pledger, M Roberts, T Tarran, R Wickson,

Officers: D Dorrell, C Mellings

1. **Election of Chairman:** Cllr Wickson elected.
2. **Declarations of Interest:** None
3. **Apologies:** Cllrs D Mills and A Wilson
4. **Minutes of the meeting held on 23 July, 2025:** Agreed.
5. **Recap of the last meeting and to consider those areas agreed as below for recommending on to Area Committees together with those topics where no decision was reached.**

Councillor Wilson's comments for the meeting were read out as below:

"I believe the outcomes from the Shropshire Together Conference emphasised the need for the area committees and their role in the future with clustered parishes will save a lot of duplication.

The need for parish clerks to have arranged the nomination of representatives for the area Committees is vital long term. These councillors will be the conduit of information at meetings in support of needs for the area. It will enable the rollout of the devolved services as their role in the AC's should identify the needs of a particular parish which can then be fed into the overall set of requirements. The AC's will need this support, otherwise the true need will not be identified correctly up front when making plans or scoping out bids for services."

Councillor Mills had also submitted comments which were read out as each item was discussed.

### **6. Constitutions**

#### **6.1 Should the ACs reconsider their aims and objectives and include their purpose?**

A discussion took place on the current functions of ACs. There was also a predication that all would sign up to devolution which may not be the case. Also, not all council representatives attended the meetings, and it was important to have their input on the review. Therefore, in addition to submitting recommendations to the ACs it was suggested and **agreed that all the individual councils be consulted and requested to feed in their comments on what they believe their AC aims and objectives should be with any questions to their ACs in time for the next round of meetings.**

#### **6.2 Could meeting dates be set at the annual meeting and sent out to Clerks to pass on to their reps? Yes, dates should be set for the year ahead at the Annual AC**

Meeting accepting the dates of which may vary. This not only helps with room bookings but also enables representatives to have meeting dates diaried well in advance. It may also be helpful to vary the meeting patterns such that a clash with parish council meeting dates may be avoided.

**6.3 Are Constitutions now outdated, and should they be replaced (at some point) by Committee Terms of Reference?** They should mirror that of SALC's but a more modified approach would be to adopt Committee Terms of Reference which may include Emergency action which Oswestry had recently included. The appointment of the clerk and employment issues had not as yet been addressed which may be considered at a future meeting once more information was available.

## 7. Agendas

**7.1 Should the annual meeting identify the AC's priorities for the year ahead with a work plan and risk assessment?** The Working Group suggest a work plan is considered to help plan meetings as a minimum. Risk assessments would be dependent upon the items. Devolution should be included in the plan with other priorities that emerge.

**7.2 All Agendas - should there be standing items (possibly Delivery of [Devolved] Services, CGR and Report of the Unitary Councillor(s)?** The Working Group recommend standing items such as Devolved Services and CGR.

**7.3 Should at least one meeting agenda include Finance?** For transparency and accountability, the AC Administrator should provide evidence of the Committee's financial position which should be provided for at least one meeting, preferably before any decision on the collection of annual fees is made. It was noted that Shrewsbury and Wrekin do not have this on their agendas whereby the Chairman pointed out the risk that circumstances could change and recommended a report to include their financial position.

## 8. Fees

**8.1 How important is it that fees are paid for representation on all the area committees?** It was important that fees should be paid to ensure there was sufficient funding to pay the Administrator and hire of meeting rooms, although some had put this on hold due to the level of funds they held. A budget may be required should any future project work require some funding. The Group agreed that fees should be paid if applicable, noting that both Shrewsbury and Wrekin do not require funding at this stage.

*(Councillor Evans gave his apologies and left the meeting.)*

**8.2 Fees have remained the same for 15 years plus. Should an increase be considered?** A review of fees each year was recommended as part of the financial review, this to consider whether they be increased or not collected,

## 9. Areas

**9.1 Should the current areas, based upon the former district and borough areas, be reviewed to achieve a more compatible size with improved capacity (and possibly at least two Town Councils in each area)?**

*(Councillor Roberts gave his apologies and let the meeting.)*

Current areas were relatively cohesive working well at a unit, most having two town councils already. Without an indication of progress on devolution of services it was difficult to consider how, if any, changes might be made. Travel may prove an issue if some areas merge and CGR may also have impact.

**10. Committee Administrators**

**10.1 The role and 'employment' of the AC Administrator.** The need to clarify related HR issues was discussed earlier in the meeting. Worknest would be consulted and the outcome reported back to the Group.

The Chair in summary stated that once the draft notes were approved, they would be sent to the Group for final agreement. The recommendations would then be forwarded to the Area Committee Administrators with a note to say that the Parish and Town Councils in their areas were also being consulted and requested to feedback to the Administrators in time for their next round of meetings. The invitation for feedback to Town and Parish Councils would also include a request to provide any other issues they wished to raise which this review may have missed.

On a final note, the Chair recommended that the Executive undertake a review of the Area Committees every two years. He thanked everyone for their attendance and input and closed the meeting.

The meeting closed at 6.25.

**Have Your Say: New Nature Recovery Map Now Open for Consultation**

The draft Shropshire and Telford & Wrekin Local Nature Recovery Strategy (LNRS) has been published and the consultation focuses on two key resources:

- A strategy document outlining county-wide priorities for nature recovery.
- An interactive map showing where nature is thriving and where targeted action could deliver the greatest benefits for wildlife, water, soil and climate resilience.

The LNRS identifies key opportunities for supporting nature across the region — and could influence **future environmental funding** and land management decisions. This is your chance to see what is being suggested and **help shape the final strategy**. Residents, landowners, community groups, environmental organisations, town & parish councils and businesses across **Shropshire and Telford & Wrekin** are all encouraged to **review the new interactive map and strategy** and share their views as part of the consultation to help make the strategy as good as possible.

We hope the strategy and map inspires action and collaboration to help nature thrive.

**Consultation closes: 15 October 2025**

**View the map and submit feedback:**

[www.shropshire.gov.uk/lhrs](http://www.shropshire.gov.uk/lhrs)

Questions? Contact: [lnrs@shropshire.gov.uk](mailto:lnrs@shropshire.gov.uk)

# Own or manage land in Shropshire or Telford & Wrekin?

Shropshire's nature is being mapped - have your say



Give your  
feedback by  
15 October  
2025

You can now check how your land features in the new Local Nature Recovery Strategy (LNRS) map - and shape what it says.

## What's happening?

Shropshire Council and Telford & Wrekin Council are creating a new nature map as part of the Local Nature Recovery Strategy (LNRS) - a national programme to help nature thrive.

## Why does it matter?

This map may guide future funding and land management decisions. If your land is within a mapped priority area, it could unlock new opportunities, including:

- A 15% uplift on Biodiversity Net Gain (BNG) credits
- Better access to green finance and nature-based funding
- A clearer picture of how your land supports the wider landscape

## You're in control.

The LNRS won't tell you what to do - we want your local knowledge to help make the map accurate and useful.

## What should I do?

- Review the map and proposed actions on your land.
- Tell us if it reflects reality - or what could be improved.
- Share any work you're already doing for nature.

Feedback deadline: **15 October 2025**.

Contact: [lnrs@shropshire.gov.uk](mailto:lnrs@shropshire.gov.uk)

More info: [www.shropshire.gov.uk/lnrs](http://www.shropshire.gov.uk/lnrs)



Scan for more info and to visit the interactive map.



Nature Recovery  
Shropshire and  
Telford & Wrekin

# 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:** 30/09/2025

**Account Name:** Whixall Parish Council

**Swift Code (BIC):** NWBKGB2L

**IBAN Number:** GB93NWBK60023571418024

**Sort Code:** 608301

**Account Number:** 20423120

The credit interest rate is 2.25% AER as of your statement date.

## Contact Us

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

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## Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/08/2025		Balance brought forward	£0.00	£0.00	£26,485.02
05/09/2025	Transfer	Transfer to 20423117	£1,000.00	£0.00	£25,485.02
30/09/2025	Credit Interest	Credit Interest	£0.00	£150.26	£25,635.28

Page number 1 of 2

Statement number 066

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We invest in people Gold





Show reconciled transactions (Whixall Parish Council 2025-2026) -

registered on 01/04/2025

## Whixall Parish Council

Details of bank reconciliation dated 30/09/2025 for Savings

<b>Date</b>	<b>Type</b>	<b>Reference</b>	<b>Supplier / customer</b>	<b>Description</b>	<b>Amount</b>
<b>Opening statement balance</b>					<b>26485.02</b>
<b>Reconciled transactions</b>					
05/09/2025	Transfer	T5		Transfer to top up working balan	-1000.00
30/09/2025	Receipt	R6	Unity Trust Bank	Bank Interest	150.26
<b>Reconciled Balance</b>					<b>25635.28</b>



Bank reconciliation (Whixall Parish Council 2025-2026) - registered  
on 01/04/2025

Whixall Parish Council

Bank account: Savings Reconciliation as at: 30/09/2025

<b>Balance per bank statement at 30/09/2025</b>	25635.28
<b>TOTAL NET BANK BALANCES at 30/09/2025</b>	<b>25635.28</b>
The total net balances reconcile to the Cash Book (receipts and payments) as follows	
Opening balance at 01/04/2025	18043.22
Total receipts	292.06
Total payments	-
Total transfers	7300.00
<b>Closing balance per cash book as at 30/09/2025 (must equal net bank balances above)</b>	<b>25635.28</b>

8.10.25

# 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:** 30/09/2025

**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

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



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](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

## Contact Us

- Call us: 0345 140 1000
- Email us: [us@unity.co.uk](mailto:us@unity.co.uk)
- Visit us: [unity.co.uk](https://www.unity.co.uk)

Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
31/08/2025		Balance brought forward	£0.00	£0.00	£342.73
05/09/2025	Transfer	Transfer from 20423120	£0.00	£1,000.00	£1,342.73
12/09/2025	Faster Payment Debit	B/P to: Claire Weedall	£17.10	£0.00	£1,325.63
12/09/2025	Faster Payment Debit	B/P to: AJ Roberts	£382.41	£0.00	£943.22

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Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
12/09/2025	Transfer	B/P to: Wem Town Council	£22.92	£0.00	£920.30
12/09/2025	Faster Payment Debit	B/P to: SALC	£90.00	£0.00	£830.30
12/09/2025	Faster Payment Debit	B/P to: AJ Roberts	£72.60	£0.00	£757.70
12/09/2025	Faster Payment Debit	B/P to: HMRC Cumbernauld	£94.14	£0.00	£663.56
30/09/2025	Direct Debit	Direct Debit (NEST)	£95.05	£0.00	£568.51
30/09/2025	Fee	Service Charge	£6.00	£0.00	£562.51

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# Show reconciled transactions (Whixall Parish Council 2025-2026) -

registered on 01/04/2025

## Whixall Parish Council

Details of bank reconciliation dated 30/09/2025 for Working Account

<b>Date</b>	<b>Type</b>	<b>Reference</b>	<b>Supplier / customer</b>	<b>Description</b>	<b>Amount</b>
<b>Opening statement balance</b>					<b>342.73</b>
<b>Reconciled transactions</b>					
05/09/2025	Transfer	T5		Transfer to top up working balan	1000.00
10/09/2025	Payment	37.25	HMRC	PAYE and NI Month 4	-94.14
10/09/2025	Payment	38.25	Amanda Jane Roberts	Expenses July & August	-72.60
10/09/2025	Payment	41.25	Cllr C Weedall	Mileage to SALC Conference	-17.10
10/09/2025	Payment	42.25	SALC	Chairmans' Training	-90.00
10/09/2025	Payment	43.25	Wem TC	Printing (Induction Folders)	-22.92
10/09/2025	Payment	44.25	Amanda Jane Roberts	Salary and Backpay	-382.41
30/09/2025	Payment	39.25DD	NEST	Pension Contributions	-95.05
30/09/2025	Payment	40.25DD	Unity Trust Bank	Bank Charges August	-6.00
<b>Reconciled Balance</b>					<b>562.51</b>



Bank reconciliation (Whixall Parish Council 2025-2026) - registered  
on 01/04/2025

Whixall Parish Council

Bank account: Working Account Reconciliation as at: 30/09/2025

<b>Balance per bank statement at 30/09/2025</b>	562.51
<b>TOTAL NET BANK BALANCES at 30/09/2025</b>	<b>562.51</b>
The total net balances reconcile to the Cash Book (receipts and payments) as follows	
Opening balance at 01/04/2025	112.35
Total receipts	14285.14
Total payments	-6534.98
Total transfers	-7300.00
<b>Closing balance per cash book as at 30/09/2025 (must equal net bank balances above)</b>	<b>562.51</b>

**Whixall Parish Council****Quarterly Report up to 30 September 2025****Payments**

	<b>Annual Budget</b>	<b>Actual</b>	<b>Variance</b>
<b>Other Payments</b>			
Miscellaneous Payments	0.00	1,200.00	-1,200.00
<b>Total Other Payments</b>	<b>0.00</b>	<b>1,200.00</b>	<b>-1,200.00</b>
<b>Administration</b>			
General Admin	770.00	164.31	605.69
Bank charges	75.00	36.00	39.00
Website and Newsletter	370.00	254.96	115.04
Elections	0.00	0.00	0.00
Audit	120.00	0.00	120.00
Room Hire	324.00	28.00	296.00
Training	220.00	90.00	130.00
Insurance	690.00	680.85	9.15
Affiliations	695.00	473.13	221.87
<b>Total Administration</b>	<b>3,264.00</b>	<b>1,727.25</b>	<b>1,536.75</b>
<b>Asset Management</b>			
Grass cutting	1,750.00	0.00	1,750.00
Hollinwood Green	50.00	5.60	44.40
Marlot routine works	262.00	13.30	248.70
<b>Total Asset Management</b>	<b>2,062.00</b>	<b>18.90</b>	<b>2,043.10</b>
<b>Community</b>			
Chairman Fund	500.00	0.00	500.00
Events	440.00	0.00	440.00
<b>Total Community</b>	<b>940.00</b>	<b>0.00</b>	<b>940.00</b>
<b>Staffing</b>			
Staff - non-salary costs	460.00	250.40	209.60
Salaries	6,652.00	3,036.70	3,615.30
<b>Total Staffing</b>	<b>7,112.00</b>	<b>3,287.10</b>	<b>3,824.90</b>
<b>Total Payments</b>	<b>6,791.40</b>	<b>6,233.25</b>	<b>558.15</b>

**Receipts**

	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
<b>Precept</b>			
Precept Payment	13,637.00	13,637.00	0.00
<b>Total Precept</b>	<u>13,637.00</u>	<u>13,637.00</u>	<u>0.00</u>
<b>Other receipts</b>			
VAT Repayments*	0.00	611.16	611.16
CIL / Neighbourhood Fund	0.00	0.00	0.00
Bank Interest	150.00	292.06	142.06
Miscellaneous Receipts	1.00	30.98	29.98
<b>Total Other receipts</b>	<u>151.00</u>	<u>323.04</u>	<u>783.20</u>
<b>Total Receipts</b>	<u><b>13,713.00</b></u>	<u><b>14,571.20</b></u>	<u><b>783.20</b></u>

\* The budget is set exclusive of VAT, so VAT repayments are not additional income