

# 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 10<sup>th</sup> 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 Roberts*

Date: 3<sup>rd</sup> September 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. 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
- 4. To approve the Minutes of the Parish Council Meeting held on 9<sup>th</sup> July 2025**
- 5. Reports**
  - a. Shropshire Councillors
  - b. Parish Councillors
  - c. Clerk's Progress Report
- 6. Parish Matters**
  - a. Marlot
    - i. to receive activity report (to follow)
    - ii. to agree application for brown tourist signage
  - b. Website – to agree to adding Councillor photographs
  - c. Christmas/Senior Citizen's Inclusivity – to agree a course of action
  - d. Council Action Plan – to agree the process
  - e. Remembrance Wreath – to confirm donation to RBL
  - f. Newsletter – to agree arrangements for 2025-26
  - g. Funding for asset maintenance – to agree an approach (Cllr Weedall)
  - h. Moss Cottages fencing – to agree potential changes to the specification
- 7. Policies**  
To resolve to approve the following policies:
  - i. IT and Email Policy (new)
  - ii. Business and Financial Continuity Policy (reviewed)
  - iii. Business and Financial Risk Assessment (reviewed)
- 8. Civility & Respect Pledge**  
To resolve to sign up to the Pledge (report attached)
- 9. Shropshire Council Memorandum of Understanding**  
To resolve to accept the offer to sign up to the Memorandum.
- 10. PCC Survey**  
To agree a response to the survey (draft response attached)

## 11. 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

### 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

## 12. Finance

### a. To receive Monthly Balance Record and reconciliation (circulated)

### b. To resolve to approve outstanding invoices and payments

Recipient	Reason for Payment	Amount	Reference
<b>Payments Taken Before the Meeting</b>			
HMRC	Outstanding NI Payments	17.64	32.25
A Roberts	Salary August 2025	339.03	33.25
NEST	August Pension Contributions	84.28	34.25DD
Unity Bank	Monthly Fee	6.00	35.25DD
<b>Payments to be Approved</b>			
A Roberts	Salary September inc backpay	382.41	36.25
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

## 13. Items for Next Agenda

To enable Councillors to bring forward items for the 8<sup>th</sup> October 2025 meeting agenda.

# Whixall Parish Council



Chairman: Med Evans

Minutes of the Annual Parish Council Meeting held on 9<sup>th</sup> July 2025  
at Whixall Social Centre starting at 7.30pm

## Present

**Councillors** M Evans (Chair), SJ Lamb, J Hawkes, C Weedall, J Spenser,  
C Schup, P Rodenhurst, M Clorley

**Unitary Councillors** G Groves

**Clerk** A Roberts

**Other Organisations**

**Members of the Public:** 1

**54/25 Public Session**  
None

**55/25 Apologies**  
Cllr Mercer, Cllr Holford (Shropshire Council)

**56/25 Declaration of Disclosable Pecuniary or any other interests or requests for dispensations**  
None declared

**57/25 To approve the minutes of the Parish Council Meeting held on 14<sup>th</sup> May 2025**

**Resolved: to approve as a correct record the minutes of the ordinary meeting of the Parish Council held on 24<sup>th</sup> May 2025. They were duly signed by the Chair.**

**58/25 Reports**

- a. Unitary Councillors submitted a written report which was noted
- b. Parish Councillors – none
- c. The Clerk gave a verbal report which was noted.

**59/25 Parish Matters**

- a. Marlot
  - i. Councillor representatives on the Marlot Liaison Group gave a verbal report covering which raised a number of questions. The report was noted.  
The Clerk will report on the following at the September meeting:
    - Insurance requirements for equipment maintenance
    - Process and cost for brown tourism signage and Shropshire Way signage
    - Options for addressing squirrel problems
    - Updating the Ecological Management Plan
 Cllr Schup will do some work on ways of recruiting additional volunteers.
  - ii. The Marlot activity reports were noted. Members noted the dedication of the MCG.
  - iii. Promotional Leaflet

**Resolved: To update the Council's information on the Marlot leaflet and reprint an additional 200 copies using funding from General Reserves.**

b. Hollinwood Green

The quarterly activity report was noted.

c. St Mary's Churchyard

**Resolved: The Council will write to St Mary's Parochial Church Council confirming receipt of their initial notification regarding burial spaces. They will be asked to provide an annual update of the number of spaces available. They will also be asked what actions to increase burial space are being considered.**

**60/25 Council Administration.**

a. Terms of Reference for Councillor Appointments

**Resolved: to approve the terms of reference for:**

- Marlot Liaison Group
- NSAC representatives
- Personnel Committee
- Flood Liaison Representative
- Councillor Internal Control checks

b. Training

**Resolved: Councillors will attend training on planning, Code of Conduct and Fundamentals for Councillors during this term of office.**

c. Previous Councillors

**Resolved: To acknowledge the contribution made by members of the Council who stepped down in May 2025.**

**61/25 Shropshire Council.**

a. To agree response to the call for information.

**Resolved: The response to the call for information is delegated to the Clerk who will consult with Members prior to submission.**

b. Shropshire Together Conference

**Resolved: Cllr Weedall and the Clerk will attend the Shropshire Together Conference with Cllr Lamb as a reserve.**

c. Post-Election Survey

**Resolved: Members will respond individually to the post-election survey.**

**62/25 Planning**

a. To receive planning applications from Shropshire Council

Southern Ash Gilberts Lane, SY13 2PR

25/02033/FUL

Proposed single storey side/rear extensions, rebuilding of first floor, installation of a new sewage treatment plant and associated soakaway.

**Resolved: To support the application**

25/02059/FUL Whistle Stop, Ossage Lane, SY13 2QB

Erection of a storage shed for two steam engines.

**Resolved: To support the application which will help the continuation of a unique local industry which contributes positively to the local economy.**

- b. To receive planning decisions from Shropshire Council – none received

**63/25 Finance**

- a. Balance Record and reconciliation

The monthly balance record and Quarter 1 budget report were noted

- b. To consider a request for a donation from D Daniel

**Resolved:**

- a. **That the Council commends Ms Daniels on her achievements and her role in positively representing Whixall internationally and regretfully declines her request for a donation, as this is not within the Council's legal powers. .**  
b. **To delegate to the Clerk, in consultation with the Chairman, responsibility for assessing any donation request up to the value of £150 from a charity or affiliated club with which Ms Daniels is associated.**

- c. Outstanding invoices and payments.

**Resolved: The outstanding accounts should be paid, and the online payment transactions authorised by two approved signatories.**

<b>Recipient</b>	<b>Reason for Payment</b>	<b>Amount</b>	<b>Reference</b>
<b>Payments Before the Meeting</b>			
Hugo Fox	Website June	11.99	20.25DD
HMRC	PAYE June	84.80	21.25
A Roberts	June Salary	339.03	22.25
NEST	Pension Contributions	84.28	23.25DD
Unity Bank	Service Charge	6.00	24.25DD
<b>Payments to be Approved</b>			
M Spenser	Fuel Hollinwood Green	6.72	25.25
HMRC	PAYE July	84.80	26.25
A Roberts	July Salary (June hours)	339.03	27.25
A Roberts	Expenses (May and June)	75.40	28.25
NEST	Pension Contributions July	84.28	29.25DD
Unity Bank	Service Charge July	6.00	30.25DD
M Spenser	Fuel Marlot	6.34	31.25

**64/25 Future Meetings**

Date of Next Meeting

The meeting scheduled for 10<sup>th</sup> September was noted.

**The meeting ended at 21.25**

**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		Changes have been made and copy has been sent to the printer.
Write to St Mary's PCC confirming receipt of their initial notification regarding burial spaces, request annual updates and ask that actions to increase burial space should be considered.		Letter sent 4 <sup>th</sup> August 2025
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.
Acknowledge the contribution made by members of the Council who stepped down in May 2025.		Thank you emails sent 4.8.25.
Delegate to the clerk, response to Shropshire Council call for information		Response sent 5 August 2025
Cllr Weedall and the Clerk to attend the Shropshire Together Conference with Cllr Lamb as reserve.		Attended
Support planning application 25/02033/FUL without comment.		Support recorded on planning portal
Support planning application 25/02059/FUL with comments		Support recorded on planning portal

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

<b>Action</b>	<b>Progress</b>	<b>Notes</b>
Invite ex councillors to a meal		Date of meal to be agreed 10.9.25 following the meeting.
Moss Cottage Fencing replacement		On Sept agenda
Update Member's Folders		Printing completed.
Damaged Social Centre Notice board replacement		Pursuing insurance claim. Have carried out inspections on all noticeboards and work is required.
Marlot – Brown Tourist Signs		On Sept agenda
Marlot Shropshire Way signage		No action to date
Marlot squirrel management		No action to date other than reading the info provided.
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		Will discuss this when seeing BH in early Sept.
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.

# Whixall Parish Council



## IT and Email Policy

To report security incidents or for help with IT, contact the Parish Clerk.

### Introduction

Whixall Parish Council understands how important it is to use email and IT safely and properly. This policy gives clear rules for how staff, councillors, and others should use council IT and email.

#### 1. Scope

This policy applies to anyone using the Council's IT equipment or email, including computers, networks, software, devices, and accounts.

#### 2. Responsibilities

All staff and councillors are responsible for the safety and security of Whixall Parish Council's IT and email systems.

#### 3. Acceptable use of IT resources and email

Council IT and email should mainly be used for council work. Small amounts of personal use are allowed if it doesn't affect work. Users must behave ethically and not access anything offensive or illegal.

#### 4. Device and software usage

The Council provides a laptop, printer and software to the Clerk. Personal or unapproved software must not be installed on work devices.

#### 5. Data management and security

Sensitive data will be kept safe and secure. Approved tools will be used for storing and sending data. Data will be backed up regularly and old data will be destroyed safely.

#### 6. Network and internet usage

Internet use on Council devices must only be for council work. Copyrighted content must not be downloaded or shared without permission.

#### 7. Email communication

The Council's email addresses must be used for council work only. Emails must be kept professional and respectful. Private information should only be sent in an encrypted form. Links and attachments from unknown sources must not be opened.

**8. Password and account security**

Passwords must be strong and must be kept private. They should be changed regularly to stay secure

**9. Mobile devices and remote Work**

If mobile devices are provided, they must be protected with a passcode or fingerprint. IT safety rules apply to mobile devices and when remote working.

**10. Email monitoring**

The council may check emails to make sure this policy is being followed. This will be done legally and respectfully and only when required for a specific purpose.

**11. Retention and archiving**

In line with the Council's data retention policy, important emails must be kept, as required by law. Unnecessary emails will be deleted regularly

**12. Reporting security incidents**

All suspected security breaches or incidents should be reported immediately to the Clerk.

**13. Training and awareness**

The council will provide training and/or advice to help staff and councillors stay safe when using IT and email.

**14. Compliance and consequences**

Not complying with this policy may result in losing IT access or other consequences.

**15. Policy review**

This policy will be reviewed annually. Between these reviews, updates may be made to address emerging technology trends and security measures.

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

# Whixall Parish Council



## Business Continuity Plan

### 1. Background

The Civil Contingencies Act 2004 places a duty on a local authority to be prepared, as far as reasonably practical, to continue to provide functions/services in the event of disruption by whatever cause. Even though this is not a statutory duty for Parish Councils, it is Whixall Parish Council's intention to maintain a Business Continuity Plan to be prepared for events which may disrupt the normal running of the Council.

This plan identifies the instances of disruption, the immediate responses, the procedures to follow to maintain continuity of service and the follow-up procedures and necessary changes to service delivery, where such services are disrupted by factors within the Council's area of responsibility.

### 2. Core Business of Whixall Parish Council

The Council provides local services to its electorate which includes:

- Provision of a Website, noticeboards, newsletters and the use of other social media to communicate relevant matters
- Maintenance of grassed areas at Moss Cottages, Hollinwood Green and the Old Burial Ground (adjacent to the Social Centre)
- Provision of equipment and reimbursement of expenses to the Marlot Conservation Group for the upkeep of the Marlot LNR which is a Council-owned asset.
- Maintenance of the redundant telephone box at Welsh End
- Acting as a consultee on planning applications, to represent Parish interests
- Managing the finances of the Council and using the precept for community benefit
- Liaising with Shropshire Council and other partners on issues that affect the Parish

### 3. Potential Causes of Disruption

These can be categorised as damage, failure, or loss:

<b>Damage</b>	<b>Failures</b>	<b>Loss</b>
Caused by: Extreme weather Fire Terrorism Accident or omission	Of equipment Of public services	Staff through death, illness, injury or resignation Councillors (risk of leaving the Council in quorate) Volunteers Contractors through injury or failure to renew existing contracts

# Whixall Parish Council



Event	Minimise Impact	Immediate Action	Continuity	Longer Term
<p>Loss of Clerk due to death, sudden/ longer term illness, incapacity or resignation</p>	<ul style="list-style-type: none"> <li>•Clerk to ensure that the annual calendar of actions is up to date and all key tasks are listed.</li> <li>•Council to ensure that financial records are kept up to date throughout the year (through regular reporting process)</li> <li>•Chair to have a copy of all passwords and logins in sealed envelope.</li> <li>•Clerk to keep a record of where PC documents and equipment are located in their home (to be filed with the latest annual return folder)</li> <li>•Clerk to develop handover notes as soon as possible.</li> </ul> <p><u>Contact information</u> Clerk's home no: 01939 234830</p>	<ul style="list-style-type: none"> <li>•Chairman and Vice Chairman to be informed.</li> <li>•Chairman to inform Council.</li> <li>•Contact SALC for advice.</li> <li>•Call extraordinary meeting to confirm appointment of temporary cover.</li> </ul> <p><u>Contact information</u> <a href="mailto:alc@shropshire.gov.uk">alc@shropshire.gov.uk</a></p>	<ul style="list-style-type: none"> <li>•Recruit temporary replacement or locum</li> <li>• Seek and employ permanent Clerk</li> </ul>	<p>Review procedures to ensure minimal impact from loss.</p>

<b>Event</b>	<b>Minimise Impact</b>	<b>Immediate Action</b>	<b>Continuity</b>	<b>Longer Term</b>
Loss of Councillors due to multiple resignations (causing Council to be inquorate)	<ul style="list-style-type: none"> <li>•Co-option of councillors who may be in reserve; or</li> <li>•Regular promotion of the work of the Council to attract candidates as required</li> </ul>	<ul style="list-style-type: none"> <li>•Clerk to inform remaining councillors &amp; employees of the Council.</li> <li>•Clerk to inform Shropshire Council Election Team</li> </ul> <p>Contact information  <a href="mailto:elections@shropshire.gov.uk">elections@shropshire.gov.uk</a></p>	Shropshire Council to decide on temporary working strategy for Council business to be maintained followed by the instigation of a by election or co-option procedure	Council to regularly review procedures for recruitment of councillors
Loss of Council documents due to fire, flood or other causes	<ul style="list-style-type: none"> <li>•Upload key documents to the website</li> <li>•Scan documents and store on laptop</li> <li>•Follow procedure for archiving documents.</li> </ul>	<p>Clerk to inform Council and insurance company if necessary.</p> <p>Contact information  The insurance certificates are uploaded to the website</p>	Council to discuss at next meeting.	Review procedures to ensure improvements and security.
Loss of Council electronic data due to fire, fault or breakdown	<ul style="list-style-type: none"> <li>•Make back up (at least monthly)</li> <li>•Clerk to report any technical issues promptly to the Council.</li> </ul>	Clerk to inform Council and insurance company if necessary.	Use cloud back up.	Review as required

Event	Minimise Impact	Immediate Action	Continuity	Longer Term
Loss of Council equipment including laptop due to theft, fault or breakdown	<ul style="list-style-type: none"> <li>•Back up data regularly.</li> <li>•Ensure virus software up to date</li> <li>•Ensure online data protected by robust passwords which are regularly updated</li> <li>•Purchase of surge protected equipment</li> </ul>	Report theft to police and insurance company. Decide on immediate replacement. Divert calls to mobile phone.	Replace in accordance with current financial regulations.	Review procedures to ensure improvements.
Temporary loss of internet access or landline	<ul style="list-style-type: none"> <li>•Clerk to temporarily relocate where free internet is available eg Wem Town Hall or Wem Town Council Offices</li> </ul>	<ul style="list-style-type: none"> <li>•Clerk to contact provider and arrange for service to be repaired</li> <li>•Use mobile phone “hot spot” to connect to internet.</li> </ul>	<ul style="list-style-type: none"> <li>•Consider provision of a pay as you go mobile phone with sufficient data to allow temporary internet use in an emergency.</li> </ul>	Review procedures as required
Temporary loss of meeting place – Whixall Social Centre	Clerk to contact Whixall CE Primary School to arrange for an alternative venue <u>Contact Information</u> <a href="mailto:admin@whixall.shropshire.sch.uk">admin@whixall.shropshire.sch.uk</a>	Clerk to inform councillors and public of alternative venue.	Use alternative premises for meetings.	

<b>Event</b>	<b>Minimise Impact</b>	<b>Immediate Action</b>	<b>Continuity</b>	<b>Longer Term</b>
Loss of Grounds Maintenance equipment due to theft, fault or breakdown	Maintain adequate insurance cover. Ensure regular maintenance carried out. Build up earmarked reserves	Report theft to police and insurance company. Report loss to insurance company.	Arrange hire of equipment if necessary. Arrange purchase of new equipment within current financial regulations. Update asset register	Review risk assessment and security of equipment and maintenance schedule.
Local Disaster	Maintain adequate insurance cover.	Contact emergency services if required. Liaise with Shropshire Council and provide social media information if appropriate.	Call extraordinary meeting to discuss if any action required.	Review risk assessments
Council unable to meet due to adverse weather conditions.	Clerk and Chair to jointly agree if cancellation/postponement is necessary.	Clerk to update the website and social media to advise residents that the meeting will not go ahead.	Clerk and Chair to agree any actions under the scheme of delegation. Clerk to carry out any urgent work.	Review risk assessment
Contractor unable to fulfill grass cutting contract or Council is unable to let the contract	Ensure contract always includes options for extension.	Clerk to approach neighbouring councils to ascertain willingness for WPC to piggy-back on existing contracts.	Consider joining neighbouring Councils contracts as the normal way of working.	
Marlot Conservation Group ceases to exist	Clerk to ensure that •the requirements of	Clerk to •inform Chair and	Council to discuss management options	

<b>Event</b>	<b>Minimise Impact</b>	<b>Immediate Action</b>	<b>Continuity</b>	<b>Longer Term</b>
due to lack of volunteers	LNR management are understood •The asset inventory is kept up to date	councillors •Arrange for return/collection of tools and equipment and store them temporarily •Identify any urgent actions that need to be carried out •Consider preventing public access to the site if safety is an issue	with Shropshire Council and other relevant organisations.	

Adopted	January 2023
Review Frequency	Annually
Reviewed and Revised	July 2025
Next Review due	July 2026



**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 Records</b>	Loss through damage, fire, corruption of	M	Parish Council's electronic records are stored on the Clerk's laptop which uses virus protection.	

	computer		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	L	All payments to be supported by invoice.	Adequate

	effective payments system		<p>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>	
<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>	<p>Adequate          Review provision and compliance annually</p>
<b>Banking</b>	Inadequate checks	L	<p>The Council has adopted a formal procedure for approving payments online (F4 Process for approving Payments).          Financial regulations are followed.</p>	<p>Adequate.          Review Financial Regulations annually or as</p>

			Bank reconciliations are checked and presented at every meeting.	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 election year).	M	To reduce the risk, the Council has set aside earmarked reserves to cover election costs.	Adequate

<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

## Civility and Respect Pledge

### Definition of Civility and Respect

Civility: Politeness and courtesy in behaviour, speech and the written word.

Respect: Showing due regard for the feelings, wishes rights or traditions of others.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW) believe now is the time to prioritise civility and respect and start a culture change in the local council sector.

By signing the Civility and Respect Pledge, our council demonstrates its commitment to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their roles.

Signing up is a straightforward and uncomplicated process, which only requires councils to register and agree to the following statements:

Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.
Our council has put in place a training programme for councillors and staff.
Our Council has signed up to the Code of Conduct for Councillors.
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.
Our council will commit to calling out bullying and harassment when if and when it happens.
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme.
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.

### **Recommendation**

The Council should sign up to the Civility and Respect Pledge.

**Briefing Note: Memorandum of Understanding – Shropshire Council & Local Councils****Background**

Following the recent 'Working Together' survey, Cllr Weedall and the Clerk attended a Working Together Conference which contributed towards the development of a Memorandum of Understanding (MoU).

It sets a flexible, cooperative framework for Shropshire Council and Local Councils to work together on service delivery, asset management, and community engagement, with clear principles, governance, financial safeguards, and review processes—but without creating legal obligations. Importantly, it sets out what the two councils can expect from each other.

The full MoU document is included in the meeting papers.

**Areas of Cooperation**

Four areas are listed:

- Public Realm (parks, open spaces, highways, street cleaning).
- Community Engagement & Support (voluntary initiatives, addressing community needs).
- Asset Management & Transfers (transferring assets in a financially sustainably way).
- Leisure & Cultural Services (enhancing recreational and cultural offers).

**Financial Considerations**

The MoU includes potential service and asset transfers with negotiated financial agreements.

**Monitoring & Review**

For Councils who sign up, there will be an annual review of the effectiveness of the MoU.

**Status**

The MoU is not legally binding and reflects goodwill and shared commitment.

**Recommendation**

Whixall Parish Council should accept the offer to sign up to a Memorandum of Understanding with Shropshire Council.

A Roberts

1 September 2025

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**SHROPSHIRE COUNCIL**  
**AND**  
**[XXX town/parish] COUNCIL (“the Local Council”)**  
**FRAMEWORK FOR COLLABORATIVE WORKING**

### **1. Introduction**

This Memorandum of Understanding (MoU) is made between Shropshire Council and the Local Council to establish a framework for improved collaborative working on service delivery, to explore the potential for the Local Council to take on additional responsibilities in response to budgetary pressures faced by Shropshire Council and to recognise that such services may often be effectively delivered by the organisation with strong understanding of local needs.

This is a non-legally binding arrangement with a mutually agreed approach, ensuring flexibility in alignment with evolving local government structures.

### **2. Purpose and Scope**

The purpose of this MoU is to set out the principles and areas of cooperation between the two councils to explore more effective service provision, avoid duplication, and explore opportunities for local service devolution where appropriate. This agreement does not create legal obligations but reflects a shared commitment to joint working, consistent with national devolution strategies and established Parish and Town Council Charters.

### **3. Principles of Collaboration**

Both councils agree to work together based on the following principles:

- **Openness and Transparency** – where appropriate and lawful to do so engaging in timely and meaningful consultations on policies, strategies, and projects impacting

the local community, with a usual consultation period of six weeks unless mutually agreed otherwise or subject to separate specific legal processes and requirements.

- **Efficiency and Effectiveness** – seeking opportunities to improve service delivery through joint initiatives or delegation of responsibilities.
- **Sustainability** – ensuring that any service changes or transfers are financially viable and beneficial in the long term, in accordance with national devolution objectives.
- **Community-Focused** – prioritising the needs and aspirations of residents through structured engagement and consultation.
- **Respect and Autonomy** – recognising the respective roles and responsibilities of each council while ensuring adaptability to possible future local government reorganisation.
- **Support and Capacity Building** – providing training, resources, and assistance to ensure effective local service delivery.
- **Decision taking** - ensuring both parties make appropriate arrangements to enable required formal decision taking to coordinated timescales

#### 4. Areas of Cooperation

The councils may explore collaboration in, but not limited to, the following service areas:

- **Public Realm Maintenance & Management** – including parks, open spaces, street cleaning, and highways-related functions.
- **Community Engagement and Support** – joint approaches to addressing community needs and supporting local voluntary initiatives.
- **Asset Management and Transfers** – considering opportunities for the Local Council to take on local assets where mutually beneficial, ensuring alignment with devolution frameworks, financial sustainability and service delivery objectives.
- **Leisure and Cultural Services** – enhancing recreational and cultural offerings within the locality of the Local Council .

#### 5. Governance and Decision-Making

Shropshire Council has established:

- A Members Board to oversee the delivery of this work and provide political oversight

- An officer Operations Board to be responsible for managing the delivery of the projects arising from the collaborative working envisaged by this Memorandum of Understanding

The Local Council will provide officer representatives as key contacts in respect of the relevant areas of cooperation identified in 4 above. Those officers will liaise and meet regularly with Shropshire Council nominated officers in accordance with agreed priorities

Both parties will ensure that any service devolution or asset transfer decisions align with national and regional governance expectations, as outlined in devolution frameworks.

## **6. Financial Considerations**

Where services or assets are transferred from Shropshire Council to the Local Council, appropriate financial agreements will be negotiated. These agreements will:

- Ensure that any additional responsibilities taken on by the Local Council can be adequately resourced.
- Assess financial risks associated with service devolution and incorporate safeguards to protect long-term service delivery.
- Align with financial sustainability principles outlined in the national devolution strategy and forthcoming legislation
- Provide transparency in financial dealings, with documented agreements that are regularly reviewed.

## **7. Monitoring and Review**

This MoU will be reviewed annually to assess its effectiveness and make necessary amendments. Either party may propose revisions, and any changes must be mutually agreed upon. A joint monitoring mechanism will be established to track progress and address issues as they arise. The MoU will remain adaptable to reflect any changes in local government structures arising from national devolution policies.

## **8. Status of the MoU**

This MoU is not legally binding but reflects the goodwill and shared commitment of both

councils to work collaboratively in the best interests of the area of the Local Authority and its residents, in line with national devolution principles and best practices from Parish and Town Council Charters.

Should the Councils agree to enter a more formal delegation agreement then they will each seek appropriate decisions in accordance with their respective constitutions and procedure rules and ensure any necessary legally binding agreement setting out the terms of the delegation is concluded.

### **Execution**

This Memorandum of Understanding is executed by the duly authorised representatives of the parties on the dates indicated below. It may be executed in counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

This MoU may be signed and delivered electronically (including by email or scanned copy), and such electronic signatures shall be treated as originals for all purposes.

Each party shall retain one original signed copy of this MoU.

#### **Signed for and on behalf of Shropshire Council**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

#### **Signed for and on behalf of [Parish Council Name]**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

### Appendix 1 Officer Responsibilities

	<b>Shropshire Council s</b>	<b>Local Town Council Officer Leads</b>
<b>Members Board</b>	<b>Alex Wagner (Member Sponsor)</b>  <b>David Minnery (O&amp;S Lead)</b>  <b>Josh Dickin (Deputy Portfolio Holder)</b>  <b>+ Officer representation from Operations Board below</b>	n/a
<b>Operations Board</b>	<b>James Walton (Sponsor)</b>  <b>Sam Williams (Enabling)</b>  <b>Andy Wilde (Infrastructure)</b>  <b>Tim Collard (Legal and Governance)</b>  <b>Partnerships rep</b>	n/a

	<p><b>Finance rep</b></p> <p><b>Programme Management reps</b></p> <p><b>Legal rep</b></p> <p><b>Operations Leads (from areas of cooperation below)</b></p> <p><b>As required: Insurance, H&amp;S, HR</b></p>	
<b>Public Realm Maintenance &amp; Management</b>	<p>Juan Hernandez (street scene)</p> <p>Steve Holdaway (highways)</p>	
<b>Community Engagement and Support</b>	<p>???</p>	
<b>Asset Management and Transfers</b>	<p>Steve Law</p>	
<b>Leisure, and cultural services</b>	<p>Grant Wilson</p>	

**Town and Parish Council Survey 2025 Suggested Responses**

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Please select one answer for each question, unless asked to do otherwise.

Please ensure to answer all questions, incomplete questionnaires are not included.

This survey can be completed either individually or on behalf of the council.

The closing date for the survey is midday on Tuesday 14<sup>th</sup> October 2025.

Thank you for taking the time to complete the survey.

---

**Local Policing**

**1) In the Council's opinion, how good a job do you think the police are doing in your town / parish?\***

Excellent

Good

Fair

Poor

Very Poor

Don't know

**2) In the Council's opinion, how would you rate the visibility of police in your town parish?\***

Excellent

Good

Fair

Poor

Very poor

Don't know

**How much does the Council agree or disagree with the following statements:**

**3) The police work well with the Council to identify and address local crime and disorder issues\***

Strongly agree

- Tend to agree
- Neither agree nor disagree
- Tend to disagree
- Strongly disagree
- Don't know

**4) The Council has confidence in the police to resolve crime and disorder issues raised within the local community\***

- Strongly agree
- Tend to agree
- Neither agree nor disagree
- Tend to disagree
- Strongly disagree
- Don't know

**5) On average, how often does the Council contact the police to raise concerns about crimes or incidents?\***

- Weekly
- Monthly
- Every 2 - 6 months
- Once a year
- Never
- Don't know

**6) Overall, how would you rate the police response to crime and disorder issues or incidents raised by the Council?\***

- Excellent
- Good
- Fair
- Poor
- Very poor
- Don't know / N/A

---

### Contact and Engagement

West Mercia Police's Local Policing Charter launching in 2021 and refreshed in 2025 is built on the core principles of visibility, accessibility, and engagement, with aims to foster a two-way dialogue between the police and the public, ensuring local teams effectively address community concerns and enhance trust in the service.

The Charter, co-produced with the PCC, focuses on addressing crime, safety, and anti-social behaviour (ASB) through targeted high-visibility patrols in high footfall areas and data-driven strategies.

You can find the charter by visiting the West Mercia Police website.

#### 7) Are you aware of the Local Policing Charter?

Yes

No

#### 8) Have the police been in touch to identify your priorities as a Town/Parish Council?

Yes

No

#### 9) If answered yes in question 8. In the Councils opinion have the police acted upon the priorities you set out?

Yes

No

#### 10) In the Councils opinion have you seen an reduction in crime and increased feeling of safety as a result of the launch of the Local Policing Charter in March 2021?

Yes

No

#### 11) In the Council's opinion, how easy and convenient is it to access your local policing teams? (This may be in any form - face to face, email, telephone etc)\*

Very easy

- Fairly easy
- Fairly difficult
- Very difficult
- Don't know / N/A

**12) In the Council's opinion, how easy and convenient is it to access relevant information for the local community from the police?\***

- Very easy
- Fairly easy
- Fairly difficult
- Very difficult
- Don't know / N/A

**13) In the Council's opinion, how would you rate the level of contact you have with the police?\***

- Excellent
- Good
- Fair
- Poor
- Very poor
- Don't know / N/A

**14) How does the Council contact the police to discuss local issues, seek information or invite to meetings / community events? (Not including reporting crimes).**

***Please tick all that apply\****

- Phone (land line)
- Phone (mobile)
- Email
- Letter
- Social media
- In person (at a police station etc)
- Website

Other

Don't contact the police

**15) How often does the Council contact the police to discuss local issues, seek information or invite to meetings / community events? (Not including reporting crimes)\***

Weekly

Monthly

Every 2- 6 months

Once a year

Never

Don't know

**16) How would the Council rate the police response to requests for information / meetings etc?\***

Excellent

Good

Fair

Poor

Very poor

Don't know / N/A

**17) How often do the police attend Council meetings or other community events in your town or parish area?\***

Weekly

Monthly

Every 2 - 6 months

Once a year

Never

Don't know / not invited

**18) How often do the police proactively contact the Council to raise awareness of local issues, share information etc?\***

- Weekly
- Monthly
- Every 2 - 6 months
- Once a year
- Never
- Don't know

**19) Does the Council know the members of the police's local Safer Neighbourhood Team? These teams include Inspectors, Sergeants, PCs and PCSOs\***

- Very familiar
- Somewhat familiar
- Not well known
- Totally unknown
- N/A

---

**Crime and anti social behaviour issues**

**20) In the Council's opinion, how much of a problem, if at all, would you say that crime and anti social behaviour is in your town / parish area?\***

- Not a problem at all
- Not a very big problem
- Fairly big problem
- Very big problem
- Don't know

**21) Which if any of the following issues would you say are currently a problem in and around your council area?**

**Please tick one box in each row**

	<b>Not a problem at all</b>	<b>Not a very big problem</b>	<b>Fairly big problem</b>	<b>Very big problem</b>	<b>Don't know</b>
Domestic burglary	( )	( )	( )	( )	( )
Violent crime	( )	( )	( )	( )	( )
Anti social behaviour	( )	( )	( )	( )	( )
Online crime	( )	( )	( )	( )	( )
Vehicle crime	( )	( )	( )	( )	( )
Criminal damage / vandalism	( )	( )	( )	( )	( )
Crimes against businesses	( )	( )	( )	( )	( )
Rural crime	( )	( )	( )	( )	( )
Offence of a sexual nature	( )	( )	( )	( )	( )
Crime committed against people due to their age, race, ethnicity, disability or sexuality	( )	( )	( )	( )	( )
Road safety	( )	( )	( )	( )	( )

---

**About your council**

**What is the name of your council (or councils if it is a combined parish council group)?\***

Whixall Parish Council

**22) How have you completed this survey?**

Individually, these are my opinions

The whole council, these are the opinions of all of the council

**23) Please confirm which Borough / District / City / Unitary area your council is in\***

Herefordshire

Shropshire

Telford & Wrekin

Redditch

Wyre Forest

Worcester City

Malvern Hills

Wychavon

Bromsgrove

**24) Approximately how many people live in your town / parish area?**

Less than 500

501 - 1000

1001 - 5000

5001 - 10,000

Over 10,000

**Please provide an appropriate current email address which the Commissioner and his staff may use to contact the Council when necessary.**

**Your email will be held securely in web-based databases. It will not be shared with any other third party.**

10.9.25

Agenda Item 10

clerk@whixallparish.gov.uk

**25) Would you like to receive the Commissioner's monthly newsletter to this email address?**

Yes

No

---

**Thank You!**

# 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:** 31/08/2025

**Account Name:** Whixall Parish Council

**Swift Code (BIC):** NWBKGB2L  
**IBAN Number:** GB93NWBK60023571418024

**Sort Code:** 608301  
**Account Number:** 20423120

**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

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



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 Instant Access account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
31/07/2025		Balance brought forward	£0.00	£0.00	£26,485.02



# Bank reconciliation (Whixall Parish Council 2025-2026) - registered

on 01/04/2025

Whixall Parish Council

Bank account: Savings Reconciliation as at: 31/08/2025

<b>Balance per bank statement at 31/08/2025</b>	26485.02
---	----------

<b>TOTAL NET BANK BALANCES at 31/08/2025</b>	<b>26485.02</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	141.80
----------------	--------

Total payments	-
----------------	---

Total transfers	8300.00
-----------------	---------

<b>Closing balance per cash book as at 31/08/2025 (must equal net bank balances above)</b>	<b>26485.02</b>
--	-----------------



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

registered on 01/04/2025

**Whixall Parish Council**

Details of bank reconciliation dated 31/08/2025 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>	
				<b>Reconciled Balance</b>	<b>26485.02</b>

# 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:** 31/08/2025

**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
31/07/2025		Balance brought forward	£0.00	£0.00	£1,008.42
05/08/2025	Faster Payment Debit	B/P to: MR Spenser	£6.34	£0.00	£1,002.08
05/08/2025	Faster Payment Debit	B/P to: AJ Roberts	£75.40	£0.00	£926.68
05/08/2025	Faster Payment Debit	B/P to: AJ Roberts	£339.03	£0.00	£587.65

Page number 1 of 3

Statement number 083

**For Businesses.  
 For Communities.  
 For Good.**

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. Calls may be monitored and recorded for training, quality and security purposes. © Unity Trust Bank. All Rights Reserved.



Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
05/08/2025	Faster Payment Debit	B/P to: HMRC Cumbernauld	£84.80	£0.00	£502.85
05/08/2025	Faster Payment Debit	B/P to: MR Spenser	£6.72	£0.00	£496.13
05/08/2025	Faster Payment Debit	B/P to: HMRC Cumbernauld	£17.64	£0.00	£478.49
05/08/2025	Credit	HMRC VTR	£0.00	£293.55	£772.04
13/08/2025	Faster Payment Debit	B/P to: AJ Roberts	£339.03	£0.00	£433.01
29/08/2025	Direct Debit	Direct Debit (NEST)	£84.28	£0.00	£348.73
31/08/2025	Fee	Service Charge	£6.00	£0.00	£342.73

**For Businesses.  
For Communities.  
For Good.**

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.  
 Calls may be monitored and recorded for training, quality and security purposes.  
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Bank reconciliation (Whixall Parish Council 2025-2026) - registered

on 01/04/2025

Whixall Parish Council

Bank account: Working Account Reconciliation as at: 31/08/2025

<b>Balance per bank statement at 31/08/2025</b>	342.73
<b>TOTAL NET BANK BALANCES at 31/08/2025</b>	<b>342.73</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	-5754.76
Total transfers	-8300.00
<b>Closing balance per cash book as at 31/08/2025 (must equal net bank balances above)</b>	<b>342.73</b>



Show reconciled transactions (Whixall Parish Council 2025-2026) -  
registered on 01/04/2025

## Whixall Parish Council

Details of bank reconciliation dated 31/08/2025 for Working Account

Date	Type	Reference	Supplier / customer	Description	Amount
<b>Opening statement balance</b>					<b>1008.42</b>
<b>Reconciled transactions</b>					
10/07/2025	Payment	25.25	Martin Spenser	Fuel Costs	-6.72
10/07/2025	Payment	26.25	HMRC	PAYE	-84.80
10/07/2025	Payment	27.25	Amanda Jane Roberts	Salary	-339.03
10/07/2025	Payment	28.25	Amanda Jane Roberts	Reimbursement - mileage and WFH	-75.40
10/07/2025	Payment	31.25	Martin Spenser	Fuel for Marlot	-6.34
05/08/2025	Payment	35.25	HMRC	Outstanding NI Payment	-17.64
05/08/2025	Receipt			VAT refund from HMRC	293.55
13/08/2025	Payment	33.25	Amanda Jane Roberts	August Salary	-339.03
31/08/2025	Payment	34.25DD	NEST	Pensions August	-84.28
31/08/2025	Payment	36.25DD	Unity Trust Bank	Monthly Fee	-6.00
<b>Reconciled Balance</b>					<b>342.73</b>