QUATT MALVERN PARISH COUNCIL

CHAIRMAN: Lawrence. E. Chitty.

www.quattmalvernparishcouncil.gov.uk

William S. Griffiths
CLERK OF THE COUNCIL
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19th June 2026

Dear Councillor,

You are invited to attend the meeting of Quatt Malvern Parish Council to be held on Thursday 25th June 2026 in the Meeting Room at the Village Hall, Quatt, at 7.30 pm, for the purpose of transacting the following business:

W.S.Griffiths

William S. Griffiths, Clerk of the Council.

OPEN FORUM 7.30 PM – 7.45 PM where members of the public are invited to speak on matters affecting the Parish.

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST IN RESPECT OF ANY MATTER TO BE CONSIDERED AT THE MEETING.

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest or Other Registerable Interest and should leave the room prior to the commencement of the consideration of that item.

3. MINUTES

To approve and sign the minutes of the Annual Meeting of Quatt Malvern Parish Council held on 28th May 2026.

4. MATTERS ARISING FROM THE MINUTES

To consider any matters arising from the minutes of the last meeting and not listed for consideration on this agenda.

5. POLICE REPORT

6. REPORT FROM THE LOCAL MEMBER OF SHROPSHIRE COUNCIL

Councillor Colin Taylor, the member of Shropshire Council representing Bridgnorth South and Alveley, has been invited to attend the meeting and to report on the work of the Unitary Authority.

7. NATIONAL TRUST REPORT

Representatives of the National Trust have been invited to attend the meeting to report on the work of the Trust in the Parish.

8. FINANCIAL MATTERS

a) Income

There is no income to report.

b) Payments made under delegated powers since the Last Meeting

Clerk's salary and PAYE

i) Date	Payee	Amount	VAT	Purpose
23.06.26	W.S.Griffiths	202.49	0	net salary
23.06.26	HMRC	50.40	0	PAYE

ii) Quatt Village Hall £17.50 (no VAT) Meeting of the Parish Council 28th May 2026

iii) Website hosting

May £9.99 + VAT £2.00 = £11.99

iv) Gov.uk E mail and Domain Name

May £9.99 + VAT £2.00 = £11.99

c) New Invoices

Internal Audit £150.00 (no VAT)

d) Clerk's and Councillors' expenses

W.S. Griffiths –

Posting of Notices June - 16 miles @ £0.45 per mile =£7.20

Telephone and Internet £20.00

TOTAL = £27.20

e) Financial Progress

To consider the summary of receipts and payments for 25th June 2026 and to approve the bank reconciliation.

9. AGAR (ANNUAL GOVERNANCE AND ACCOUNTABILITY) REVIEW 2025-26

As in previous years, the Council are eligible to submit a certificate of exemption to the external auditor on the basis that the income and expenditure in the year in question fell

below the prescribed level at which an external audit was required. However, the Council still need to complete an annual governance return and submit to an internal audit.

The report from the internal auditor has now been received and will enable the Council to complete and approve the Exemption Certificate and Governance Review and to publicise these documents according to the regulations.

The following documents are attached:

i) Final Accounts 2025-26

ii) Bank reconciliation 31.03.2026

iii) Internal Audit Report

iv) AGAR Forms:

-Certificate of Exemption,

-Accounting statement

-Annual Governance Review (to be completed at the Meeting)

v) Explanation of variances

The Council are asked to:

a) Consider the report of the internal auditor.

b) Approve the Exemption Certificate and the statement of accounts.

c) Complete the Annual Governance Return.

d) Determine dates for electors' rights to inspect the accounts. (Recommend Wednesday 1st July to Tuesday 11th August 2026).

10. MATTERS RAISED BY THE INTERNAL AUDITOR

a) Bank Signatories

The auditor has stressed the need to have at least one councillor to approve online payments, which are currently approved by the Clerk alone. This is necessary to comply with good audit practice and to comply with the financial regulations which the Council has adopted. Two councillors have agreed to act in this capacity but the Clerk is awaiting information from those councillors which is needed to complete the forms required by the Bank.

b) Data Protection and IT Security

The Auditor has identified certain areas where he would like to see the Council strengthen its Data Protection and IT security policies. The Clerk will report to a future meeting on these issues.

11. GRANTS AND DONATIONS

There are no matters to report

12. PLANNING MATTERS

a) New Planning Applications

Reference: 26/02102/FUL (validated: 11/06/2026)

Address: Beech Barn, Brook House Farm Barns, Wooton, Bridgnorth, Shropshire, WV15 6EB

Proposal: Conversion of existing garage bay and replacement of flat roof to pitched tiled roof.

View online at: http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TG2IXMTDIYA00

b) Determined Applications

There are no decisions to report.

c) Community Led Plan

To consider any further information concerning the proposed Community Led Plan.

13. ROADS AND FOOTPATHS

a) To consider any issues arising in the Parish with regards to Roads and Footpaths

14. PARISH MATTERS

a) Any matters of Concern in the Parish

b) Cost of Living Support

Residents who are experiencing difficulty with fuel bills or other financial hardship may be able to obtain assistance from the Shropshire Council Support and Resilience Fund.

More information can be obtained at

https://next.shropshire.gov.uk/cost-of-living-help/worried-about-energy/

and
https://next.shropshire.gov.uk/cost-of-living-help/crisis-and-resilience-fund/

The Clerk will publicize this information within the Parish.

c) Proposed Community Garden

To receive any update on this proposed scheme.

15. AMENDMENTS TO REGISTER OF ELECTORS

There are 189 voters currently on the Register.

16. CONSTITUTION OF THE COUNCIL

To note that only 4 of the 5 seats upon the Council are currently occupied and therefore there is a vacancy for another councillor who can be appointed by co-option.

17. REPORTS FROM OTHER MEETINGS

a) SALC

b) Village Hall Committee.

18. CORRESPONDENCE

19. DATE OF NEXT MEETING

The next meeting of Quatt Malvern Parish Council will be held on Thursday 30th July 2026 in the Meeting Room, Quatt Village Hall at 7.30 pm.