

# Whixall Parish Council



**Chairman: Ian Mercer**

To all Members of the Council. You are hereby summoned to attend a Meeting of the Parish Council of Whixall to be held on **Wednesday 12 July 2023** at Whixall Social Centre which will commence at 7.30pm in order to conduct the business enclosed on the agenda below.

Members of the public are welcome to attend.

Signed:

*A. Mercer*

Date: 5 July 2023

**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. Dave Birch (Local Resident)**

Proposals for the use of the telephone box at Welsh End

**3. Pete Bowyer (Senior Reserve Manager - Fenn's, Whixall & Bettisfield Mosses)**

Update from Natural England on maintenance of the Lord Hill Drain.

**4. Apologies**

**5. Declaration of Disclosable Pecuniary or any other interests or requests for dispensations**

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

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

**6. To approve the minutes of the Annual Parish Council Meeting held on 10 May 2023**

**7. Reports**

Shropshire Councillors; Parish Councillors and Clerk

**8. Parish Matters**

- a. To receive an activity report and timesheet in relation to the Marlot LNR (circulated)
- b. To receive a verbal report from Cllr Rawlinson in relation to the Old Burial Ground
- c. Welsh End Telephone Box
  - i To consider a proposal for the use of the telephone box
  - ii To agree actions to be taken regarding ownership of the telephone box
- d. Hollinwood Common
- e.
  - i. To receive an activity report (circulated)
  - ii To receive a verbal update regarding Hollinwood Common.
- f. To receive Councillor Information folders

**9. Planning**

a) To receive planning applications from Shropshire Council

23/02636/FUL East of Welsh End Junction.  
Erection of agricultural storage building.

b) To note planning decisions made by Shropshire Council

23/01098/FUL	The Fields Farm, Dobsons Bridge, SY13 2QJ Demolition and rebuilding of a former shippon to provide ancillary residential accommodation	Refused
23/01557/FUL	Land Adj Rowan Cottage, 11 Welsh End, SY13 2NT Erection of agricultural storage building	Withdrawn

**10. Finance and Accounts for payment**

- a) To agree the appointment of a non-signatory councillor as bank reconciliation approver
- b) Bank reconciliation and balance for information
- c) To receive the quarterly finance report
- d) To approve the Process for managing online payments (circulated)
- e) To approve the regular monthly payment of staffing costs (verbal report)

f) To approve accounts for payment (to include payments tabled at the meeting)

Recipient	Reason for Payment	Amount	Reference	Power of Expenditure
<b>Payments Made Between Meetings</b>				
HMRC	PAYE	74.20	14.23	LGA 1972 s112(2)
Employee	Salary	297.41	15.23	LGA 1972 s112(2)
NEST	Pension Contributions Jun	58.27	16.23DD	LGS(DP)R 1961 s1
Curry's Business	Printer Purchase	183.32	17.23	LGA 1972 s111
NEST	Pension Contributions July	58.27	18.23DD	LGS(DP)R 1961 s1
Unity Trust Bank	Bank Charges	18.00	19.23DD	LGA 1972 s111
<b>New Payments to be approved</b>				
HMRC	PAYE	74.40	20.23	LGA 1972 s112(2)
Employee	Salary	297.21	21.23	LGA 1972 s112(2)
Whixall Village Hall	APM Refreshments	30.00	22.23	LGA 1972 s111
Employee	Reimbursement	85.05	23.23	LG(FP)A 1963 s5
M Spenser	Reimbursement (Hollinwood)	8.00	24.23	CA 1899 s5
G Turnbull	Reimbursement (Marlot)	91.48	25.23	OSA 1906 s9-10

# **11. Agenda items for next meeting**

To enable Councillors to bring forward items for the 13 September 2023 meeting

# Whixall Parish Council



Chairman: Ian Mercer

## Minutes of the Parish Council's Monthly Meeting held on 10 May 2023 at Whixall Social Centre starting at 7:30pm

### Present:

**Councillors:** I Mercer (Chair); A Rawlinson; B Harris; D Edgerton (joined the meeting at 7.46pm)

**Shropshire Councillors:** Cllr E Towers; Cllr P Broomhall

**Clerk:** A Roberts

**Other Organisations** 0

**Members of the Public** 1

### **37/23 Election of Chairman of the Council**

Proposed Cllr Harris, seconded Cllr Rawlinson agreed all.

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

Cllr Mercer signed the acceptance of office.

### **38/23 Apologies for Absence**

Cllr M Howard; Cllr C Weedall: Cllr J Spenser; Cllr P Rodenhurst; Cllr M Evans;

### **39/23 Election of the Vice Chair of the Council**

Proposed Cllr Mercer, seconded Cllr Harris agreed all.

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

### **40/23 Public Session**

No members of the public spoke.

### **41/23 Declarations of Pecuniary Interest**

None declared.

### **42/23 Minutes of Previous Meeting**

Proposed Cllr Rawlinson, seconded Cllr Harris and agreed by all present.

**Resolved: The minutes of the Council meeting held on 12 April 2023 are an accurate record.**

The Chair signed the minutes.

### **43/23 To agree Councillor Appointments**

#### **a. Personnel Committee**

Proposed Cllr Mercer, seconded Cllr Harris agreed all.

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

#### **b. Flood Liaison Representative**

Proposed Cllr Mercer, seconded Cllr Harris agreed all.

**Resolved: Cllr Rawlinson is the Flood Liaison Representative.**

#### **c. Marlot Liaison Group**

Proposed Cllr Harris, seconded Cllr Mercer agreed all.

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

#### **44/23 To Agree Representatives on Outside Bodies**

a. North Shropshire Area Committee

Proposed Cllr Mercer seconded Cllr Rawlinson agreed all.

**Resolved: Cllr Harris is the NSAC representative.**

b. Helicopter Noise Liaison Group

Proposed Cllr Rawlinson, seconded Cllr Harris agreed all.

**Resolved: Cllr Mercer is the HNLG representative.**

c. Whixall URC Graveyard Trust

Proposed Cllr Mercer, seconded Cllr Harris agreed all.

**Resolved: Cllr Spenser is the WURCGT representative.**

#### **45/23 Reissue of Documents**

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

#### **46/23 To Reapprove Policies**

Proposed Cllr Rawlinson, seconded Cllr Harris agreed all.

**Resolved: The Council's Standing Orders, Financial Regulations and Scheme of Delegation are reapproved.**

#### **47/23 To Agree Dates of Future Meetings**

Proposed Cllr Mercer seconded Cllr Harris agreed all.

**Resolved: In 2023 the Council will meet on 12 July, 13 September, 11 October and 15 November. In 2024 the Council will meet on 10 January, 14 February, 13 March, 10 April, 8 May. The Annual Parish Council meeting will be held on 8 May. The Annual Parish Meeting will be held on 15 May.**

#### **48/23 Reports**

Shropshire Councillors' report was circulated in advance. Its content was noted.

The Clerk's report was circulated in advance. Its content was noted.

#### **49/23 Consultation on Shropshire Council Division Boundaries.**

The information was circulated in advance of the meeting. Its content was noted.

#### **50/23 Parish Matters**

a. The Marlot report was circulated in advance. Its content was noted.

b. Old Burial Ground Fencing – Cllr Rawlinson will investigate options and report back at the next meeting.

#### **51/23 Planning**

a. To consider applications

23/01557/FUL Land Adjacent to Rowan Cottage, 11 Welsh End, SY13 2NT

Erection of agricultural storage building.

**Resolved: The Council supports application 23/01557/FUL without comment.**

Change of use of land to use as residential caravan site for one gypsy family with two caravans, including no more than one static caravan, together with laying a hardstanding, erection of dayroom building and installation of package treatment plant.

The following resolution was put to a vote of members (3 in favour, 1 against).

**Resolved: The Council objects to application 23/00632/FUL with the following comment: Whixall Parish has open countryside designation and because this application is for the construction of a permanent structure with associated services, the Parish Council views this application as being no different to an application to build a house in this location.**

b. The following planning decisions were noted

22/05736/FUL	Glebe Farm, Church Lane Proposed Dog Exercise Area.	Grant Permission
22/03138/CPE	2 Lower Houses, Stanley Green, SY13 2NG Certificate of Lawful Development for the formation of a riding arena; erection of a horse walker and erection of a stable block all for private equestrian use.	Certificate - Lawful
23/00081/FUL	9 Moss Lane, SY13 2QE Erection of steel framed agricultural storage building.	Grant Permission

## 52/23 Financial Matters

a. To receive monthly bank balance record.

DATE	ACCOUNT NAME	AMOUNT
30 April 2023	Current Account (Working Budget)	£11,951.80
	Savings Account (Reserves)	£11,976.30
<b>TOTAL</b>		<b>£23,928.10</b>

The bank reconciliation and statements were checked and approved by Cllr Harris.

b. Clerk's Salary

The clerk provided a verbal update regarding salary and the local government pay award.

c. To resolve to approve outstanding accounts

Orders for the payment of outstanding invoices and all payments approved remotely (under "Power to Spend" LGA1972 s.112(2) and 124(1). Proposed by Cllr Harris, seconded by Cllr Rawlinson and agreed by all.

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

Recipient	Reason for Payment	Amount £	Ref.	Power of Expenditure
HMRC	PAYE	74.40	8.23	LGA 1972 s112
Employee	Salary	297.22	9.23	LGA 1972 s112
Employee	Reimbursement	15.30	10.23	LGA 1972 s112
NEST (DD)	Pension Contributions	58.27	11.23	LGA 1972 s112
AJ Gallagher	Insurance Renewal (Y3of3)	358.94	12.23	LGA 1972 s111
SALC	Affiliation Fee	414.42	13.23	LGA 1972 s111

d. AGAR

- i. Proposed Cllr Harris, seconded Cllr Edgerton, agreed all.

**Resolved: The Council will declare itself exempt from audit in line with the AGAR requirements.**

- ii. Proposed Cllr Harris, seconded Cllr Edgerton, agreed all

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

- iii. Proposed Cllr Rawlinson, seconded Cllr Edgerton, agreed all

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

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

Scheduled date of next meeting (Annual Parish Council Meeting):

**12 July 2023 (7.30pm)**

The meeting closed at 8.53pm.

1. Additional information about broadband roll out from Freedom Fibre has been circulated.
2. West Mercia Police Newsletters for June and July have been circulated.
3. The Clerk has had an initial meeting with a place plan officer about proposed changes to the system. These are more about the process than the payments, with the ability to make changes as they are needed, rather than reviewing the full document periodically. A fuller briefing will be included in the September meeting.
4. The resident who offered to make a donation for the Marlot leaflets has been contacted, but has not yet replied. At present the leaflets have been paid for using part of the £200 Action plan budget.
5. As requested, the Clerk has made contact with the resident who asked to put drainage from his property to Hollinwood Common. A note was put through his door asking him to get approval from those neighbouring the Common. The clerk's contact details were supplied but the resident has not made contact.
6. The AGAR period ends on 14 July. To date no-one has requested sight of the Council's financial information for 2022-23 payments

## **Marlot Conservation Group (MCG)**

### **Work report to Whixall Parish Council meeting 10 May 2023**

#### **Reporting Period 4 May – 4 July 2023**

This reported work period has been disrupted by changeable and unpredictable weather, particularly in early May, which curtailed any useful work being done in and around the pond area due to flooding and also stopped us carrying out pathway cutting and maintenance in the meadows. We have also struggled to carry out our regular Tuesday work days due to the numerous personal and family commitments that we all have. This has resulted in a disjointed work programme; carrying out limited work when we can and with whomever is available and willing to carry out smaller tasks.

Over several individual days of work, Alan Lomas did a great job in separating willow branches from the previously cut willow piles and re-distributing them to the “ready to shred” pile in the front meadow and also disposing of the larger willow roots behind the front meadow tree line. The intention will be to shred the willow branches in the autumn and use this to spread around the pond area paths. We have also cut and strimmed the main pathways in the front and back meadow as well as the pathways in the pond area. This has turned out to be a two weekly exercise as the rate of growth seems to have increased due to the combination of sunny weather and rain. We also had a work day in which we carried out a full inventory of WPC equipment and also a full clean and maintenance of our mechanical equipment (brushcutters/chain saws). It was also a good time to re-assess our current risk assessments and also carry out some equipment training for Alan

The amount of growth in the ponds this year has surpassed anything that we have seen in previous years due to the weather conditions in the spring months. Even though we carried out a lot of pond clearing in the winter months the ponds are now very overgrown. The Mare’s Tail growth is particularly dense this year and the Reed Mace appears to be thicker. This has limited the number of newt surveys that have been conducted due to safety issues with laying the traps. Due to family commitments, Dr Nicky Hunter has only been able to carry out two surveys this year, however the results of those surveys still indicate that Great Crested Newts are in the ponds and are continuing to breed. This winter the MCG will be concentrating on pond clearance as best we can. The ponds are inaccessible to a heavy digger due to the depth of the main pond which is the main access point to all the others. We need to look at other options on how we can best clear the ponds of growth.

On a more pleasing note, in early May Tim Lamb noticed a barn owl in the vicinity of the barn owl box located at the back of the Marlot. This was reported to Bob Harris, who has since reported that the box has/is being occupied by barn owls and chicks have been observed and subsequently ringed. This is great news and has only taken about 3 years to be occupied since it was put up. We are not advertising the fact that the box is occupied.



We have put up two A5 Leaflet boxes (front gate and side gate) and the Marlot leaflets appear to be a success as we have to fill up the boxes on a weekly basis. We had an arranged visit to the Marlot by the Market Drayton branch of Shropshire Wildlife Trust. This was to be an accompanied guided tour by myself, however due to a family emergency I could not attend and the other volunteers were unable to take part. However, the Chair of the branch reported that his members had an excellent time at the Marlot and were impressed with the numerous wildflowers and particularly the variety of butterflies and damselflies. He said the leaflet was a great addition and gave them a better understanding of the Marlot as a whole – they will arrange another visit later on in the year. I have also posted an article about the Marlot on the local village Facebook pages, which received a favourable, if somewhat muted response.

The next work period will concentrate on path clearing, creeping willow enclosure and Queen's Jubilee Hedge weeding – again weather and volunteer availability dependant.

Graham Turnbull  
Marlot Conservation Group  
4 July 2023

Whixall Parish Council (PC)

**Marlot Conservation Task Group Recorded voluntary hours spent on behalf of the Council**

Date 2023	1st Q 1 Apr - 30 Jun			
	No of	Total		
	Workers	Hours	Description of work	
17-Apr	2	2	TL - Marlot Inspection - discovered evidence of bike riding; GT made up NO BIKES signs	TL, GT
18-Apr	1	1	Putting up NO BIKES signs ( 3 positions)	GT
18-Apr	2	2	Nicky and Tim Hunter Newt Survey - laying traps	Nicky Hunter +1
19-Apr	2	2	Nicky and Tim Hunter check Newt Traps - Recorded survey records	Nicky Hunter +1
28-Apr	1	1	Planting of Hazel tree	TL
3-May	1	1.5	Watering of Hazel Tree - Full inspection of Marlot (check for Bike tracks)	TL
3-May	1	2	Monthly report to Whixall Parish Council	GT
9-May	1	1	Fixing A5 Information Leaflet boxes to main gate and side entrances	TL
14-May	1	1	Marlot Insoection; fill A5 Boxes with Marlot leaflets	TL
17-May	1	2.5	Cutting Willow branches from previous cut piles and placing on "Shred Pile"; Bracken bashing in back meadow.	AL
18-May	2	5	Brushcut and Strim of Meadow pathways (front and back)	GT and AL WPC equipment
24-May	1	4	Clearing of willow piles in front meadow, bracken bashing	AL
31-May	1	3.5	Completion of willow branc clearance; bracken bashing	AL
6-Jun	2	3	Inspection of Marlot to assess work details	TL and GT
13-Jun	3	10.5	Equipment Inventory; Mechanical machinery clean and maintenance; Equipment training for AL; Check of Risk Assessments	GT, AL and TL
15-Jun	2	3	Pathway strim (Meadows and Ponds)	GT and TL WPC equipment
17-Jun	2	5	Contine to strim and cut all pathways	GT and TL WPC equipment
24-Jun	0	0	Market Drayton Branch of Shropshire Wildlife Trust visit to Marlot	Clive Dyer - lead from MD Branch of SWT
<b>Total Hours</b>		<b>50</b>		

General comments (e.g.own equipment used)

GT=Graham Turnbull; TL= Tim Lamb; AL=Alan Lomas; MS=Martin Spenser; NE=Natural England

Whixall Parish Council (PC)

Hollinwood Green

Voluntary hours spent 1st April - 30th June 2023

Date 2023 2nd Quarter	Number of	Total hours worked	Description of work	General comments (e.g. equipment used)
All work done by Martin Spenser (MS) or Helen Eckhart (HE), except where stated				
7-Apr	1	1 hr	Strim round posts and edges	MS with own machine
	1	2h.30mins.	Mow grass, dispose of cuttings	MS with PC machine and builders' bags
8-Apr	2	30 mins.	Take 2 builders' bags to council tip	MS and Jen Spenser in own transport
25-Apr	1	1h.40mins.	Mow grass on high setting, fill 2 builders' bags	MS with PC machine
26-Apr	1	30 mins.	Take builders' bags to council tip	MS in own transport
4-May	1	1h.30mins.	Mow grass (high cut, mulch cut)	MS with PC machine
23-May	2	3h.30mins.	Mow grass, dispose of cuttings	MS with PC machine, HE with own machine; filling 2 builders' bags and 2 neighbours' wheelie bins
	1	30 mins.	Repair PC mower	MS
24-May	1	40 mins.	Strim round posts, edges and tree trunks	MS with own machine
	2	35 mins.	Take builders' bags to council tip	MS and Jen Spenser in own transport
3-Jun	1	1h.30mins.	Mow grass (mulch cut)	MS with PC machine
20-Jun	1	2h.10mins.	Mow grass, dispose of cuttings	HE with own machine, using neighbours' wheelie bins

# 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:** 03/06/2023

**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

## Contact Us

 Call us: 0345 140 1000

 Email us: [us@unity.co.uk](mailto:us@unity.co.uk)

 Visit us: [unity.co.uk](http://unity.co.uk)

## Fraud Reminder

Unity Trust Bank will NEVER ask you to share passwords or PINs. If you receive a suspicious call, please hang up and contact our dedicated fraud number, freephone 0808 196 8420 or email [fraud@unity.co.uk](mailto:fraud@unity.co.uk).



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

## Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/05/2023		Balance brought forward	£0.00	£0.00	£12,510.96

Page number 1 of 2

Statement number 051

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.

INVESTORS IN PEOPLE  
We invest in people Gold



# 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:** 30/06/2023

**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

We're delighted to announce the launch of our new Online Banking service, featuring exciting changes and updates. To utilise this new Online Banking service at the earliest opportunity, look out for your email invitation.



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

## Contact Us

 Call us: 0345 140 1000

 Email us: [us@unity.co.uk](mailto:us@unity.co.uk)

 Visit us: [unity.co.uk](http://unity.co.uk)

## Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
03/06/2023		Balance brought forward	£0.00	£0.00	£12,510.96
12/06/2023	Faster Payment Debit	B/P to: HMRC Cumbernauld	£74.20	£0.00	£12,436.76
12/06/2023	Faster Payment Debit	B/P to: Currys Group Ltd	£219.98	£0.00	£12,216.78
15/06/2023	Faster Payment Debit	B/P to: AJ Roberts	£297.41	£0.00	£11,919.37

Page number 1 of 3

Statement number 052

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.

INVESTORS IN PEOPLE  
We invest in people Gold



Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
15/06/2023	Transfer	Transfer to 20423120	£9,000.00	£0.00	£2,919.37
19/06/2023	Direct Debit	Direct Debit (NEST)	£58.27	£0.00	£2,861.10
30/06/2023	Direct Debit	Direct Debit (NEST)	£58.27	£0.00	£2,802.83
30/06/2023	Fee	Service Charge	£18.00	£0.00	£2,784.83

# 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:** 30/06/2023

**Account Name:** Whixall Parish Council

**Swift Code (BIC):** NWBKGB2L

**IBAN Number:** GB93NWBK60023571418024

**Sort Code:** 608301

**Account Number:** 20423120

We're delighted to announce the launch of our new Online Banking service, featuring exciting changes and updates. To utilise this new Online Banking service at the earliest opportunity, look out for your email invitation.

The credit interest rate is 2.60% AER as of your statement date.

## Contact Us

 Call us: 0345 140 1000

 Email us: [us@unity.co.uk](mailto:us@unity.co.uk)

 Visit us: [unity.co.uk](http://unity.co.uk)



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

## Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/05/2023		Balance brought forward	£0.00	£0.00	£11,976.30
15/06/2023	Transfer	Transfer from 20423117	£0.00	£9,000.00	£20,976.30
30/06/2023	Credit Interest	Credit Interest	£0.00	£77.11	£21,053.41

Page number 1 of 2

Statement number 039

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.

INVESTORS IN PEOPLE  
We invest in people Gold



**Bank Reconciliation****Whixall Parish Council**

Balance per Bank statements as at 30 June 2023		
Current Account (Unity Trust)	£ 2,784.83	
Savings Account (Unity Trust)	£ 21,053.41	
		£ 23,838.24
Less: any un-presented cheques/unclaimed DDs		
		£ -
<b>Net Bank balances</b>		<b>£ 23,838.24</b>
Balance per Cashbook 30 June 2023		
Opening Balance	£ 12,760.61	
Add: Receipts in the year to date	£ 13,655.82	
Less: Payments in the year to date	£ 2,578.19	
		<b>£ 23,838.24</b>

Variance	£ -
----------	-----

**Notes**

Date on bank statement to end of previous month

Balances shown on bank statements

Total funds held in bank accounts

Payments approved but not claimed/paid (itemised list)

Total unclaimed funds (if any)

Total available funding after commitments accounted for

Balance carried forward from previous year

Total income to date

Total committed expenditure to date

Cashbook balance

Difference between bank balance and cashbook balance  
(should equal the total of unclaimed funds)



**WHIXALL PC RECEIPTS & PAYMENTS 2023/24****Report Date: July 2023****Quarter 1 (April - June 2023)**

<b>Receipts</b>	<b>£</b>	<b>£</b>	
Precept		11,801.00	
Bank Interest		77.11	
Grants & Donations		-	
HM Customs & Excise VAT Refunds		-	
Other		1,777.71	
Total		<u>13,655.82</u>	CIL/Neighbourhood Fund
<b>Payments</b>			
Staff costs	1347.93		
Council Administration	42.93		
Room Hire	0.00		
Training	0.00		
Grass Cutting	25.84		
Marlot	95.00		
Assets	239.97		
Insurance	358.94		
Chairman's Fund	0.00		
Affiliations	414.42		
VAT (to be reclaimed)	53.16		
Events	0.00		
Total	<u>2578.19</u>		
Surplus to date		<u>11,077.63</u>	
<b>Balance as at 31st March 2022</b>	£12,760.61		
Add Surplus for year	£11,077.63		
<b>Current Balance</b>	<u>£23,838.24</u>		

## Detailed Information

### 1. Budgets and Spend

Budget Description	Current Budget Value	Spend to date	Working budget balance (WBB)
Staff costs	5562.00	1347.93	4214.07
Council Administration	690.00	42.93	647.07
Room Hire	334.00	0.00	334.00
Training	220.00	0.00	220.00
Grass Cutting	1650.00	25.84	1624.16
Marlot	438.00	95.00	343.00
Assets*	0.00	239.97	-239.97
Insurance	362.00	358.94	3.06
Chairman's Fund	440.00	0.00	440.00
Affiliations	587.00	414.42	172.58
VAT (to be reclaimed)	0.00	53.16	-53.16
Events	440.00	0.00	440.00
	10723.00	2578.19	8144.81

### 3. Unbudgeted Spend 2022/23

*Use of EM Reserves	56.65	Laminator
	183.32	Printer
	<u>239.97</u>	

### 2. Earmarked Reserves and Ringfenced Funding

Heading	Type	
Office equipment	EM	£172.51
Marlot management Plan	EM	£519.33
Elections	EM	£1,132.00
Lawnmower replacement	EM	£340.00
Painting and maintenance	EM	£867.00
Hollinwood Table/bench	EM	£308.00
Marlot Action Plan	EM	£200.00
Connexus Grant (Marlot)	Ringfenced	£125.00
CIL Neighbourhood Fund	Ringfenced	£3,936.63
<b>Earmarked Reserves Total</b>		<u>£7,600.47</u>

### 4. General Reserve at 30/6/23

Balance at 30/6/23	£23,838.24
Working Budget Balance	£8,144.81
EM/RF Reserves	£7,600.47
General reserve level	<u>£8,092.96</u>



Sense check (for clerk's use only)

current balance	£ 23,838.24	
WBB	£ 8,144.81	
EM/RF	£7,600.47	
Gen	£8,092.96	
Total	£ 23,838.24	should be green should match bank

# Whixall Parish Council



## Process for Approving Online Payments

### Background

Financial management for the Parish Council is governed by the Council's Financial Regulations which include the requirement for all payments to be approved by two authorised signatories. However, the regulations do not provide details of the process for approving payments made online and this process is as a means of reducing the risk of mispayment, either through fraud or accident.

In all matters, the Financial Regulations are the overriding document.

### Payments Process

The following process will be followed for all payments:

#### 1. Payments Log (Appendix A)

##### Actions carried out by Clerk/RFO

1. All payments to be approved will be logged and given a reference number
2. The log will show VAT separately
3. Payments to be made between meetings will only be made in line with financial regulations and will be recorded separately on the log.
4. The log will form the basis of the payments information within the meeting agenda.
5. The log will be printed and filed with physical invoices.

#### 2. Invoices and Other Evidence

##### Actions carried out by Clerk/RFO

1. The payment reference number will be physically recorded on all payment evidence.
2. Each document will be scanned. The scan will be kept with the payments log.
3. The physical copies will be filed in the annual folder.

#### 3. Uploading Bank Transactions

##### Actions carried out by Clerk/RFO

1. The banking administrator (Clerk/RFO) will upload all payments for authorisation either prior to the meeting of the Council, or within 2 days of the meeting taking place. There is no reason why they should not be uploaded when invoices are logged.
2. The Administrator will record on each invoice, the date when the transaction was uploaded.
3. When all transactions are ready for authorisation:
  - A screenshot will be taken of payments awaiting authorisation on Unity Trust Bank
  - The screenshot will be printed, and the reference number added against each payment. This will then be filed.
  - The payments and references list will be scanned and saved.

#### 4. Authorising Bank Transactions

##### Actions carried out by Clerk/RFO

Before payments can be authorised, the administrator will send the following to signatories:

- Payments log (Appendix A)
- Invoice scans (combined using PDF software)
- Screenshot of payments awaiting authorization, annotated to show WPC payment references

Actions carried out by authorised signatories

Councillors who are required to authorise payments will do so with reference to the above documents.

## Appendix A. Example payments log

# WHIXALL PARISH COUNCIL

### Payments to be Authorised

**July 2023**

### Payments Made Between Meetings

To	For	Net	VAT	Total £	Ref.
Clerk	Salary				14.23
HMRC	PAYE				15.23
NEST	Pension Contributions				16.23DD

### New Payments to be Authorised

[illegible]