

# Whixall Parish Council



Chairman: Ian Mercer

To all Members of the Council. You are hereby summoned to attend a Meeting of the Parish Council of Whixall to be held on Wednesday 11 January 2023 at Whixall Social Centre which will commence at 7.30pm in order to conduct the following business enclosed on the agenda below. Members of the public are welcome to attend.

Signed:

*A. Mercer*

Date: 6 January 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. 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 November 2022**

**5. Reports**

Shropshire Councillors; Parish Councillors and Clerk

**6. Parish Matters**

- a. Marlot
  - i. to receive an activity report from MCG (circulated)
  - ii. to agree the Marlot Strategy document (circulated)
- b. To resolve to extend the existing Grass Cutting Contract until the end of March 2025.
- c. Hollinwood Green parking and maintenance issues (Cllr Spenser)
- d. To agree how the Parish Council will mark the coronation of King Charles III (Cllrs Spenser and Harris)

**7. Planning (to include items received post agenda)**

- a) To receive planning applications from Shropshire Council

22/05490/AGR	Steel framed mono pitch building Land to the North of 9 Moss Lane, SY13 2QE	Notification only
22/05458/AGR	Erection of general-purpose agricultural building Rack Lane Farm	Notification only
22/05573/FUL	New oak-framed 2 storey side extension, oak porch & attic conversion. Dragonfly House, 12a Platt Lane, SY13 2NY	

- b) To note planning decisions made by Shropshire Council  
None received.

**8. Parish Council Policies**

- a) Business Continuity Plan
- b) Training Policy
- c) Grants and Donations Policy (revised)

## 9. Finance

- a) To receive Monthly Balance Record and reconciliation
- b) To resolve to approve outstanding invoices and payments.
- c) To resolve budget setting and precept for 2023-24 financial year (report circulated)

Recipient	Reason for Payment	Amount	Ref.	Power of Expenditure
<u>Paid before the Meeting</u>				
Chris Jones	Grass Cutting Contract	1120.00	47.22	OSA 1906 s9 & 10
Unity Trust Bank	Quarterly Charges (Dec. 2022)	18.00	48.22DD	LGA 1972 s.112 (2)
<u>To be Approved</u>				
HMRC	PAYE	474.40 tbc	49.22	LGA 1972 s112(2)
Julie Ankers	Provision of Christmas Meals	tbc	50.22	LGA 1972 s.145
Employee	Salary for December Hours	196.82	51.22	LGA 1972 s112(2)
Employee	Reimbursement	14.85	52.22	LG(FP)A 1963 s5
NEST	Pension Contributions	57.20	53.22DD	LGS(DP)R 1961 s1
Whixall Social Centre	Room Hire	tbc	54.22	LGA 1972 s112(2)

## 10. Items for Next Agenda

To enable Councillors to bring forward items for the 8 February 2023 meeting agenda.

---

# Whixall Parish Council



Chairman: Ian Mercer

## Minutes of the Parish Council's Monthly Meeting held on 9 November 2022 at Whixall Social Centre starting at 7:30pm

### **Present:**

**Councillors:** I Mercer (Chairman); B Harris; M Evans; J Spenser; A Rawlinson; D Edgerton

**Shropshire Councillors:** E Towers

**Clerk:** A Roberts

**Other Organisations** 0

**Members of the Public** 1

### **61/22 Public Session**

Local resident, Mr S Collins, addressed the meeting and shared some ideas that he had for promoting the use of the Marlot and encouraging additional volunteers.

### **62/22 Apologies for Absence**

Cllr Rodenhurst; Cllr Howard; Cllr Weedall; Cllr Broomhall (Shropshire Council)

### **63/22 Declarations of Pecuniary Interest**

None declared.

### **64/22 Minutes of Previous Meeting**

It was proposed by Cllr Harris that the draft minutes, of the Ordinary meeting of the Council, held on 12 October 2022 were an accurate record. This was seconded by Cllr Spenser and agreed by all present.

**Resolved: The minutes of the Council meeting held on 1 October are an accurate record.**

The Chair signed the minutes.

### **65/22 Reports**

Cllrs Broomhall and Towers (Shropshire Council) and the Clerk circulated reports prior to the meeting. The content was noted.

Cllr Mercer raised concerns regarding unclear communication from Shropshire Council around the change of bin collection days.

The Clerk provided an update on the now agreed national pay award and an invitation for the Chair and his guest to attend Wem Mayor's Civic Celebration on 27 November. The report contents were noted.

### **66/22 Parish Matters**

- a. i. The content of the Marlot Activity Report was noted along with a request to bring forward the purchase of a new brushcutter which was considered with as an exception. Proposed Cllr Mercer, seconded Cllr Rawlinson, agreed all.

**RESOLVED: The planned purchase of a brushcutter using Earmarked Reserves will be brought forward from 2024/25 to the current financial year.**

Cllr Rawlinson has received a £200 donation and a picnic table for the Marlot.

ii. Cllr. Mercer has produced a Marlot Strategy, Vision and Aims document for the working group. Following discussion, it was agreed that the final version would be brought forward for approval at the next meeting.

- b. The Clerk gave a verbal report on the arrangements for meal deliveries to senior citizens at Christmas.

- c. The renewal of the Grass Cutting contract will be carried over to the next meeting to allow the Clerk to contact the existing contract holder.

## 67/22 **Parish Council Policies**

- a. Existing Parish Council documents

<u>Policy</u>	<u>Proposer</u>	<u>Seconder</u>
Grants and Donations	Cllr Rawlinson	Cllr Edgerton
Records Management	Cllr Spenser	Cllr Evans
Financial Regulations	Cllr Harris	Cllr Rawlinson
Standing Orders	Cllr Mercer	Cllr Harris

**Resolved: The grants and donations policy, Records management Policy, Financial Regulations and Standing Orders have been reviewed and are approved**

It was noted that, in line with financial regulations, the bank reconciliation must be approved by a member who is a non-signatory on a quarterly basis. Cllr Evans will undertake this role.

- b. New Parish Council Documents

<u>Policy</u>	<u>Proposer</u>	<u>Seconder</u>
Complaints	Cllr Spenser	Cllr Edgerton
Scheme of Delegation	Cllr Harris	Cllr Rawlinson
Communications	Cllr Harris	Cllr Edgerton
Health & Safety	Cllr Rawlinson	Cllr Spenser
Publication Scheme	Cllr Harris	Cllr Spenser
Financial Reserves	Cllr Evans	Cllr Edgerton

**Resolved: The complaints policy, scheme of delegation, communications policy, health & safety policy, publication scheme and financial reserves policy are adopted by the Council.**

## 68/22 **Planning**

- a. To Consider Applications

None received

- b. Planning Decisions Noted

22/02007/FUL	Application under Section 73A of the Town and Country Planning Act 1990 for the retention of timber shed and change of use of part of paddock to domestic garden. 6 Hollinwood, SY13 2NW	Grant Permission
22/02006/VAR	Variation of condition 2 (approved plans) pursuant of 20/03691/VAR to allow for amendments to the orientation of the approved dwelling. 6 Hollinwood, SY13 2NW	Grant Permission

## 69/22 **Financial Matters**

- a. To receive monthly bank balance record.

The Clerk advised the council of the council's bank balances.

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

<b>DATE</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>
31 October 2022	Current Account (Working Budget)	£8,266.40
	Savings Account (Reserves)	£10,582.71
<b>TOTAL</b>		<b>£18,849.11</b>

- b. To consider budget options for 2023/24

- A request from the Social Centre Committee, for funding towards a Coronation celebration, was discussed. It was considered that there was insufficient information to make a decision. The Clerk will contact the Committee and obtain the information for a decision in January 2023.
- The Council considered the draft budget which will be finalised for a decision in January 2023.

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 Rawlinson, seconded by Cllr Spenser and agreed by all.

**Resolved: The outstanding accounts, including the Local Government Pay Award and associated backpay should be paid and the payment transactions authorised by two authorised councillors.**

<b>Recipient</b>	<b>Reason for Payment</b>	<b>Amount</b>	<b>Ref.</b>
Employee	Salary for October	£196.82	39.22
NEST	Pension Contributions	£60.81	40.22DD
Employee	Reimbursement	£58.55	41.22
SALC	CILCA Training	£250.00	42.22
No Butts Bin Company	Marlot picnic table and bench	£918.00	43.22
Marlot Conservation Group	Fuel for Power Tools	£18.33	44.22
SJF Design & Print	Newsletters	£132.00	47.22
<u>To be paid in December</u>			
NEST	Pension Contributions	£88.59	46.22DD
Employee	Salary for November (inc backpay)	£318.93	45.22

Scheduled date of next meeting:

**11 January 2022 (7.30pm)**

The meeting closed at 9.31pm



## The Marlot: Whixall Parish Council Strategy, Vision and Aims

### 1. Commitment

The Parish Council, working with partners, residents and the Marlot Conservation Group (MCG) will:

- Raise nature conservation interest within the local community
- Promote recognition of the site's wildlife value
- Safeguard the ecosystem of the site
- Promote the improvement of the quality of life, health, and well-being through involvement with nature
- Provide a place to learn about and explore the natural environment
- Increase local community involvement in the maintenance and upkeep of the Marlot
- Recognise the site's heritage and historic value as village common land
- Seek to attract more visitors to the area and provide a gateway to the Mosses National Nature Reserve.

### 2. Delivering the vision and aims

Administration and management requirements and responsibilities will be jointly delivered by the MCG members and Parish Council. It is considered that a working sub-group of two representatives from each organisation starts the process and that it reports back to both organisations.

Physical Management requirements will be the responsibility of the MCG.

Financial requirements and considerations including looking at sponsorship and donation funding will require further work but will involve both organisations.

Public relations/Communication will be a joint responsibility with MCG taking the lead and involving the PC as required.

### 3. Identified Requirements

An initial meeting of the combined working group identified the following needs:

- a. To agree and set up a management process
- b. To identify potential funding streams and partners.
- c. Specific infrastructure and asset requirements:

Item	Details
Picnic Tables and Benches	On the site
A5 Information leaflet (with box)	Outside the Marlot, for visitors
Interpretation Boards around site	Entrance, ponds, meadows, woods
Signed directional finger posts	Outside Marlot entrance directing visitors

	to site; inside, indicating paths to meadows, ponds, and woods; on Mosses pathway outside back gate entrance to Marlot
Brown tourist signs – to assist visitors with finding the Marlot	one at Canalside bridge a must. Requires liaison/investigation with Shropshire Council on process/cost

- d. Need for a full base level flora and fauna survey of The Marlot. Further work is required to agree who will do this, the cost implications and the type of report that is required. Potentially, this could be a project for an intern working for Natural England.

A project plan with timeframes will be required in order to approach the above in an effective way.



## 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 in order 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, notice boards, 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 funding to the Marlot Conservation Group for the upkeep of the Marlot LNR which is a Council-owned asset.
- Maintenance of the telephone box at Welsh End
- Acting as a consultee on planning applications, to represent the best interests of the Parish
- Managing the finances of the Council and using the precept for the benefit of the community
- 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:

Damage	Failures	Loss
Caused by: Extreme weather Fire Terrorism Accident or omission	Equipment Of Public services	Staff through death, illness, injury or resignation Councillors thereby leaving the Council inquorate Volunteers Contractors through injury or failure to renew existing contracts





Event	Minimise Impact	Immediate Action	Continuity	Longer Term
Loss of Clerk due to death, sudden/ longer term illness, incapacity or resignation	<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>	Review procedures to ensure minimal impact from loss.

<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 in order 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 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 on 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>•Back up a minimum of monthly.</li> <li>•Store the back-up remotely</li> <li>•Clerk to report any technical issues promptly to the Council.</li> </ul>	Clerk to inform Council and insurance company if necessary.	Consider the use of Cloud storage	Review procedures to ensure procedures are in place and to research improvements to system

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. Use mobile phone "hot spot" to connect to internet.	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> </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	<p>Clerk to contact Whixall CE Primary School to arrange for an alternative venue</p> <p><u>Contact Information</u>  <a href="mailto:admin@whixall.shropshire.sch.uk">admin@whixall.shropshire.sch.uk</a></p>	Clerk to inform councillors 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 Ground 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	

Event	Minimise Impact	Immediate Action	Continuity	Longer Term
due to lack of volunteers	<p>LNR management are understood</p> <ul style="list-style-type: none"> <li>•The asset inventory is kept up to date</li> </ul>	<p>councillors</p> <ul style="list-style-type: none"> <li>•Arrange for return/collection of tools and equipment and store them temporarily</li> <li>•Identify any urgent actions that need to be carried out</li> <li>•Consider preventing public access to the site if safety is an issue</li> </ul>	with Shropshire Council and other relevant organisations.	

Adopted	
Review Frequency	Annually
Next Review due	



## Training Policy

### 1. Introduction

Whixall Parish Council (WPC) recognises that having a well-trained, knowledgeable team of members and employees is beneficial for organisation and the wider community. It is, therefore, committed to encouraging members and staff to improve their knowledge and understanding through training and development.

WPC values the time given by its members to their community and this policy is aimed at maximising the rewards from that time by ensuring that its members understand and enjoy the role they undertake in the community.

### 2. Training Needs

WPC will identify training needs in the light of the overall objectives of the Council and the requirements of the individual through and formal and informal discussions. Recommendations regarding training needs are made by the Parish Clerk. Decisions regarding training needs of individual councillors or members of staff are made by the full council.

### 3. Training for Members of the Council

WPC will:

- encourage its members to attend training meetings relevant to their specific roles and the needs of the Council;
- ensure that the training offered to its members is no less than the minimum Continuous Professional Development required by the Society of Local Council Clerks (SLCC).
- ensure that all new members receive appropriate training at the earliest opportunity and are be presented with a Councillor File containing all relevant information about becoming a Whixall Parish Councillor. For all councillors in-house training to meet specific needs may be arranged to enable all councillors to attend.
- look for joint training opportunities with adjacent town and parish councils where appropriate. If this is not possible and the Council deems that training is necessary then all approved training costs will be met by the Council.

### 4. Funding for Training

WPC will ensure that training for members and staff is adequately covered as an item in the annual budget. Also, that membership fees for associated organisations are included in the budget.

WPC is committed to networking with other Councils and will look for joint training opportunities with adjacent town and parish councils where appropriate. If this is not possible and WPC deems that training is necessary then all approved training costs will be met by WPC.

Adopted	
Review Frequency	Annually
Next Review due	

# Whixall Parish Council



## GRANTS & DONATIONS POLICY

### Background

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

### Eligibility to receive grant funding and donations

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

### Application Process

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

### Decision Process

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

Parish Councillors will consider the following when assessing grant applications:

- Is the grant from an eligible organisation or group?
- Will the activity benefit residents of Whixall?
- Do the costs appear realistic?
- **Could the organisation reasonably be expected to proceed without financial support from the Parish Council?**
- Are there more appropriate streams of funding for this activity?

### Successful Applications

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

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

### Unsuccessful Applications

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

# Whixall Parish Council



## GRANTS & DONATIONS POLICY

Adopted	March 2021
Review Frequency	Annual
Reviewed	November 2022
Revised and reviewed	January 2023



# Your Account Statement



1162963110 | 01750

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

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

0345 140 1000

**Date:** 31/12/2022

**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

## Switch to paperless statements

As part of our commitment to sustainability, you can choose to receive online statements and we'll notify you by email when they're available. If you haven't already switched to paperless statements visit <https://www.unity.co.uk/online-statements/>.



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
04/12/2022		Balance brought forward	£0.00	£0.00	£5,926.82
13/12/2022	Faster Payment Debit	B/P to: NoButts Bin Co	£918.00	£0.00	£5,008.82
13/12/2022	Faster Payment Debit	B/P to: Mr C Jones	£1,120.00	£0.00	£3,888.82
15/12/2022	Faster Payment Debit	B/P to: AJ Roberts	£318.93	£0.00	£3,569.89

Bank with us.  
Bank on us.

Page number 1 of 3

Statement number 044



Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
31/12/2022	Fee	Service Charge	£18.00	£0.00	£3,551.89

Bank with us.  
Bank on us.

Page number 2 of 3

Statement number 044

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 Account Statement



1162963113 | 00581

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

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

0345 140 1000

**Date:** 31/12/2022

**Account Name:** Whixall Parish Council

**Swift Code (BIC):** NWBKGB2L

**IBAN Number:** GB93NWBK60023571418024

**Sort Code:** 608301

**Account Number:** 20423120

## Switch to paperless statements

As part of our commitment to sustainability, you can choose to receive online statements and we'll notify you by email when they're available. If you haven't already switched to paperless statements visit <https://www.unity.co.uk/online-statements/>.

The credit interest rate is 1.70% 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](https://www.unity.co.uk)**



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **[FSCS.org.uk](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)**

## Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
30/11/2022		Balance brought forward	£0.00	£0.00	£11,684.00
31/12/2022	Credit Interest	Credit Interest	£0.00	£36.43	£11,720.43

Bank with us.  
Bank on us.

Page number 1 of 2

Statement number 033



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

<b>Balance per Bank statements as at 31 December 2022</b>	£	£
Current Account (Unity Trust)	3,551.89	
Savings Account (Unity Trust)	11,720.43	
Petty Cash	-	
		15,272.32
Less: any un-presented cheques		
cheque no		
NEST DD not taken until January	57.20	
		57.20
Add any unbanked cash		
<b>Net Bank balances</b>		<b>15,215.12</b>
<b>CASH BOOK</b>		
Opening Balance	11,897.66	
Add: Receipts in the year to date	11,916.34	
Less: Payments in the year to date	- 8,598.88	
<b>Balance as at 31 December 2022</b>		<b>15,215.12</b>

Variance -

## Whixall Parish Council Budget Setting

### 1. Current and Predicted Budget Position

All figures are rounded to the nearest pound. It should be noted that the predicted end of year balance includes some estimates.

Budget Heading	Budget £	Spend to date £	Predicted outturn £	Predicted Year-End balance £
Staff costs	5,056	3,386	5056	0
General Administration*	627	491	627	0
Room Hire	334	32	200	134
Training	200	280	280	-80
Grass Cutting	1,500	1135	1,250	250
Marlot**	217	88.29	217	0
Marlot repairs	200	-	-	200
Asset purchase**	847	847	847	0
Insurance	362	359	359	3
Chairman's Fund	700	347	700	0
Affiliations	438	510	545	- 107
Events	350		440	- 90
Neighbourhood fund	1,937		1,937	
Contribution to Earmarked Reserves	1,018	1,018	1,018	
<b>Total</b>	<b>13,786</b>	<b>8493</b>	<b>13,476</b>	<b>310</b>

\*General Administration covers office, election, travel, communications, audit and banking

\*\* Asset purchases (laptop and brushcutter) funded from earmarked reserves

In addition to the above, the Council received grant funding from Connexus. As this is one-off funding it is not included in budget planning for next year.

### 2. Proposed 2023/24 Budget

Budget Headings	2022/23 budget	Proposed 2023/24 budget	Notes
Staff costs	5,056	5,562	10% increase
General Admin	627	690	10% increase
Room Hire	334	334	No increase as underspent in 22/23
Training	200	220	10% increase
Grass Cutting	1,500	1,650	10% - Contract to be extended or re-let
Marlot	217	238	10%
Marlot repairs	200	200	No increase as not spent in 22/23
Insurance	362	362	No increase – year 3 of 3-year agreement
Chairman's Fund	700	440	10% increase on £400 base budget
Affiliations	438	587	10% increase on SALC only
Events	350	440	10% increase on anticipated 22/23 spend
Earmarked Reserves	1018	1,078	10% increase (Marlot) others 5%
<b>Total</b>	<b>11,002</b>	<b>11,801</b>	

### **3. Considerations**

- a. The Council is currently holding £1,937 in Neighbourhood funding.
- b. The Marlot Action plan, for discussion in November, has financial implications
- c. The allocation for Christmas 2023 has been based on 2022 plus 10%
- d. The Social Centre Committee has asked for a £200 grant for a Coronation Event.  
This is not included in the budget shown above as no decision has yet been made.  
NB The decision will not impact the precept as it is a one-off funding request. It will however have an impact on reserves.

### **4. Impact on the Precept**

The precept for the current year was £10,700. Due to a change in the basis for the calculation, a precept of £10,744 in 23-24 would represent no actual increase to Council Tax payers. However, based on the proposed budget (above) the required precept is £11,550 (allowing for a small surplus from the current year). This will represent an actual increase of 7.5% which is equivalent to 20p per month for a band D property.

### **5. Recommendation**

The precept for 2023-24 should be set at £11,550.

A Roberts

6 January 2023

									Example 2023/24 options		
	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	21/22	22/23			
Precept requested	£6,500	£7,000	£7,500	£7,708	£8,300	£8,900	£9,498	£10,700	£10,700	£10,744	£11,550
Total Annual Increase	£400	£500	£500	£208	£592	£600	£598	£1,202	£0	£44	£850
Council Tax Support Grant (CTSG) received	0	0	0		0	0	0	0			
Neighbourhood fund	0	0	£638.57	0	0	110.89	1826.25	0			
Total amount received	£6,500	£7,000	£8,138.57	£7,708	£8,300	£9,011	£11,324	£10,700			
Tax Base	316.93	326.23	329.66	331.49	331.81	343.57	336.2	338.01	339.4		
Annual Band D charge per household	£20.51	£21.46	£22.75	£23.25	£24.43	£25.90	£28.25	£31.66	£31.53	£31.66	£34.03
Actual increase on previous year per household	£1.22	0.95	£1.29	£0.50	£1.20	£1.47	£2.35	£3.40	-£0.13	-£0.00	£2.37
% increase on previous year	6.30%	4.60%	6%	0.02%	5%	6%	9.1%	12.1%	-0.4%	0.0%	7.5%
Actual monthly increase per household	£0.10	£0.08	£0.11	£0.04	£0.10	£0.12	£0.20	£0.28	-£0.01	-£0.00	£0.20

Precept Setting Options