



**Clun Town Council  
with Chapel Lawn**

*To Members of the Council*

*You are hereby summoned to attend a Council Meeting of Clun Town Council with Chapel Lawn which will be held on Tuesday 3<sup>rd</sup> February 2026 at the Memorial Hall, Clun commencing at 19.30hrs for the transaction of business as set out in the Agenda below.*

**Gwilym J. Rippon**  
Fellow of the SLCC, Cert HE CEG  
CiLCA (England and Wales)  
Town Clerk

29<sup>th</sup> January 2026

**AGENDA OF BUSINESS TO BE TRANSACTED**

<b>1.</b>	<b><u>ELECTIONS</u></b> I. Election of Mayor II. Election of Deputy Mayor
<b>2.</b>	<b><u>TO RECORD PERSONS PRESENT</u></b>
<b>3.</b>	<b><u>APOLOGIES</u></b> To note apologies and reasons for absence
<b>4.</b>	<b>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</b> (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). <i>Please note that all members need to complete a new declaration of pecuniary interests register for the Council term, whether previously a councillor or not.</i>



## Clun Town Council with Chapel Lawn

5.	<b><u>MAYORS REPORT</u></b> To receive a report from the Mayor
6.	<b><u>CLERK'S REPORT</u></b> To receive the Clerk's report
7.	<b><u>APPROVAL OF MINUTES</u></b> To approve and confirm the minutes of the meetings held on 2 <sup>nd</sup> December 2025.
8.	<b><u>PUBLIC SESSION</u></b> (i) Shropshire Councillor Report (ii) Police Report (iii) Public comments – If members of the public are present ten minutes will be set aside to allow the public to ask questions.
9.	<b><u>CASUAL VACANCIES</u></b> Update on the casual vacancies and procedure
10.	<b><u>INFORMATION FROM THE MINUTES</u></b>
11.	<b><u>CLERK'S REPORT</u></b> To Receive the Clerk's Report
12.	<b><u>PLANNING</u></b> To consider the following planning applications and other planning matters  1. 25/04791/TCA Remove 2no. lower wayward limbs from 1no. conifer (T3) and fell 1no. Cherry (T4) within Clun Conservation Area at 11 School Road, Clun, Craven Arms, Shropshire, SY7 8JQ  2. 25/04733/LBC Application for the external and internal alterations to dwelling and demolition of outbuildings at Villa Farm, Castle Street, Clun, Craven Arms, Shropshire  3. 25/04732/FUL Application for the demolition of outbuildings, regrading of ground levels, formation of new vehicular access and parking area, and external alterations to dwelling at Villa Farm, Castle Street, Clun, Craven Arms, Shropshire, SY7 8JY



## **Clun Town Council with Chapel Lawn**

<b>13.</b>	<b><u>ASSETS OF THE COUNCIL AND PORTFOLIO HOLDERS</u></b> Locking of the disabled toilet during the winter months
<b>14.</b>	<b><u>COMMITTEES AND WORKING GROUPS</u></b> Current council working groups and committees
<b>15.</b>	<b><u>STREETLIGHTS</u></b> To discuss the implications that Streetlights have on ‘dark skies’
<b>16.</b>	<b><u>WEBSITE</u></b> Up date on the Website. To discuss the three quotations: see report
<b>17.</b>	<b>TO RECEIVE REPORTS FROM GROUPS OR MEETINGS ATTENDED</b>
<b>18.</b>	<b>FINANCE</b> <ol style="list-style-type: none"><li>1. To receive the Bank Reconciliation</li><li>2. To discuss a grant application</li><li>3. To note the external auditors report</li><li>4. To approve the following invoices for payment. See schedule of payments</li> <li>5. To ratify those ;payments made in January. a) Nil still awaiting authorisation</li></ol>
<b>19.</b>	<b>CORRESPONDENCE</b> To review any correspondence received
<b>20.</b>	<b>INFORMATION FROM COUNCILLORS</b>
<b>21.</b>	<b>AGENDA ITEMS FOR THE NEXT MEETING</b>
<b>22.</b>	<b>DATE OF NEXT MEETING</b> Date of next meeting to be discussed 2026



# Clun Town Council with Chapel Lawn

## MINUTES OF CLUN TOWN COUNCIL MEETING

**HELD AT THE MEMORIAL HALL ON TUESDAY 2<sup>nd</sup> December 2025 AT 7.30PM**

PRESENT	APOLOGIES
Cllr. M. Jones Cllr. J. Limond Cllr. R. Bowles Cllr. J. McVicar Cllr. A. Martin	Cllr. R Davies Cllr. D. Morris

ALSO IN ATTENDANCE	
Mr. Gwilym Rippon (clerk)	Shropshire Cllr Sam Walmsley

There were 4 members of the public present

	Agenda item	
173-2025	1.	<b>ATTENDANCE</b> Please see above. In the absence of the Mayor, the meeting was chaired by the Deputy Mayor, who thanked all for their attendance. The resignation of Cllr Page was noted.
174-2025	2.	<b>APOLOGIES</b> Cllr Davies and Cllr Morris
175-2025	3.	<b>DECLARATION OF ANY DISCLOSABLE PECUNIARY INTEREST IN A MATTER TO BE DISCUSSED AT THE MEETING</b> All members have an interest in the Clun Memorial Hall. No others.
176-2025	4.	<b>MAYOR'S REPORT</b> No report from the Mayor.
177-2025	5.	<b>APPROVAL OF MINUTES</b> Approved.
178-2025	6.	<b>PUBLIC SESSION</b> (i) Shropshire Councillor Report <b>Finance</b> Shropshire Council will require Exceptional Financial Support (EFS) from central government to ensure that it has sufficient funds for this financial year. We are still working with government to confirm the process for accessing this funding, at present it is expected that just over £70m will be requested, this will cover: <ul style="list-style-type: none"> <li>£21m of revenue spending in the current financial year</li> </ul>



## Clun Town Council with Chapel Lawn

- £10m of transformation work to fundamentally change the way the council operates
- £39m of write off costs linked to the North-West Relief Road (NWRR).

It's important to note that central government have not yet confirmed that Shropshire Council will have to pay the £39m for the NWRR, so this is being requested as a contingency, and if NWRR costs do not have to be repaid, the EFS money linked to this will not be drawn down.

The section 151 Officer at the council has received legal advice that the application for EFS means that at present there is no need for him to issue a S114 notice (effectively declaring the council bankrupt).

Additional information on the period 7 Finances are available here <https://shropshire.gov.uk/committee-services/documents/s43038/Financial%20Monitoring%20Period%207-05112025%201556.pdf>

### **Improvement Plan**

It is clear that if Shropshire Council continues to operate as it has done, the budget shortfalls will also continue. With this in mind significant effort is going into developing a plan to get SC into a more sustainable position. This work is being supported by the Local Government Association (LGA), drawing on experience from other councils that have been in very difficult financial situations. The plan is in the early stages of development, the current version is available here <https://shropshire.gov.uk/committee-services/documents/b20192/8.%20Improvement%20Plan%2001st-Dec-2025%2010.00%20Transformation%20and%20Improvement%20Overview%20and%20Scrutiny%20Comm.pdf?T=9>

### **Town & Parish Devolution Plan**

Pilot models are being actively developed with Shrewsbury, Oswestry, Shifnal and Broseley, including how funding will be phased and work governed. Key areas of challenge include TUPE arrangements and ensuring (smaller) contracts for local delivery of services are viable. Pilots are starting in the larger settlements first as they generally have more existing infrastructure to deliver work, but it is recognised that smaller towns/villages could also benefit from being able to take control of some services within their area. Pilots in smaller settlements are also being looked at.

### **Waterloo Ford**

It was very disappointing to see the recent work at Waterloo Ford fail so soon after it was installed. The highways team are expecting to complete a temporary repair in the next couple of weeks. A longer-term solution will be delivered as part of a bigger capital project looking at drainage across Clun. I am waiting for a meeting with Highways and the project team responsible for delivering this this work, my current understanding is that it is part of the long-delayed project linked to the Clun streetscape. First step will be to get the project moving again, once I have more information this will be shared with the Town Council.



## Clun Town Council with Chapel Lawn

		<p>Cllr Bowles asked for any update regarding the use of glyphosate by Shropshire Council on verges. Some discussion has already taken place.</p> <p>(ii) Police Report none</p> <p>(iii) Public comments A member of the public requested that the council contact SC Highways to ask the following:</p> <ol style="list-style-type: none"> <li>1. Why were the recent (unsuccessful) repairs to the ford not the repairs recommended by WSP following their onsite meeting with councillors?</li> <li>2. When will the repeatedly postponed works take place on Bridge St and High St?</li> <li>3. Please include the council in future discussions, in order to re-establish the previously good and useful relationship and engagement.</li> </ol> <p>A member of the public raised concerns about the council website, in particular its not being up to date and the importance of local residents' access to minutes and financial information. (see item 13) In addition the member of the public raised concerns regarding the increased financial pressures currently on local residents and requested that the precept be frozen. (see item 15)</p>
<b>179-2025</b>	<b>7.</b>	<b>INFORMATION FROM THE MINUTES</b>
		<p>Cllr Bowles reported regarding item 6 that the River Clun Monitoring Group have agreed to provide some data on the river upstream and downstream of the outlet.</p> <p>Council updated the Actions list.</p>
<b>180-2025</b>	<b>8.</b>	<b>CLERK'S REPORT</b>
		None
<b>181-2025</b>	<b>9.</b>	<b>PLANNING</b>
		<p>To consider the following planning applications and other planning matters</p> <ol style="list-style-type: none"> <li>1. 25/04298/FUL Application for a proposed change of use of commercial/educational building to one dwelling house and associated works Residential Barn Conversion South of the Hurst, Clunton, Shropshire.</li> </ol> <p>Supported</p>
<b>182-2025</b>	<b>10.</b>	<b>ASSETS OF THE COUNCIL</b>
		<ol style="list-style-type: none"> <li>1. Town Hall – nothing to report</li> </ol>



## Clun Town Council with Chapel Lawn

		<p><b>2. Public Toilets</b> Cllr Bowles requested that the Clerk contact Shropshire Council regarding the registering and subsequent emptying of the new bins which are now installed in the Bridge car park.</p>
<b>183-2025</b>	<b>11.</b>	<b>GRIT BIN AT CHAPEL LAWN</b>
		Council approved the purchase, subject to Shropshire Council's agreement to fill it.
<b>184-2025</b>	<b>12.</b>	<b>TOURISM</b>
		Deferred to February meeting.
<b>185-2025</b>	<b>13.</b>	<b>WEBSITE</b>
		Council agreed on the urgent need to re-establish an up-to-date and useful website, with the first step being to employ a new website provider. Clerk has discussed with CEO at Vision ICT who will send relevant prices. Clerk recommends using Vision ICT.
<b>186-2025</b>	<b>14.</b>	<b>TO RECEIVE REPORTS FROM GROUPS OR MEETINGS ATTENDED (and consider recommendations)</b>
		<p>Cllr Bowles reported from the Clun Climate and Environment Group: The group discussed the action plan from the Clun in the Future Day. There were many ideas but it is proposed to tackle 3 in the first instance: EV charging points for people with only on-street parking; gardening sustainably for biodiversity and local issues in food security.</p> <p>Cllr Limond reported from the Christmas Lights Group: approx. £200 was donated at the event, which he proposed the council donate to the Crisis at Christmas charity. Approved unanimously.</p>
<b>187-2025</b>	<b>15.</b>	<b>FINANCE</b>
		<p>1. To receive the Bank Reconciliation Not reconciled.</p> <p>2. To consider the budget and precept demand for 2026-2027 Following discussion and reduction in some draft amounts it was proposed that the precept be frozen at £70,000 and the budget be set at £69,894.</p> <p>3. To approve the following invoices for payment.</p> <p>a. HMRC £558.58p (Tax £446.36 Employers NI 112.22) (S 112 Local Government Act 1972)</p> <p>b. G. J. Rippon £76.99p (home working allowance, mileage SLCC subscription and printing) (S 112 Local Government Act 1972)</p>



## Clun Town Council with Chapel Lawn

		<p>c. Mark Room Grass cutting (cemetery) £700.00p (101 Local Government Act 1972)</p> <p>d. Mark Room Grass cutting (St George's) £1500.00p (101 Local Government Act 1972) For information</p> <p>e. Jon Churchett £600.00 Cleaner (S 111 Local Government Act 1972)</p> <p>f. Stephen Wallace £226.75 for installation of bins at Bridge car park.</p> <p>g. Cars – £45.00 (S 111 Local Government Act 1972)</p> <p>h. St. Georges £94.28p (S 111 Local Government Act 1972)</p> <p>Approved.</p>
<b>188-2025</b>	<b>16.</b>	<b>CORRESPONDENCE</b>
		<p>Cllr Bowles reported on a matter raised by a member of the public regarding the regular flooding events effectively separating the North and South portions of the town, requesting that council consider the possibility of a new bridge being added.</p> <p>Council response: not within the capabilities of the council, would be in the jurisdiction of Shropshire Council Highways.</p> <p>Member of the public requested information about deteriorating state of Waterloo footbridge: SCllr Walmsley confirmed that it is on SC standard inspection rota and is currently deemed to be adequate.</p>
<b>189-2025</b>	<b>17.</b>	<b>INFORMATION FROM COUNCILLORS</b>
		None
<b>190-2025</b>	<b>18.</b>	<b>AGENDA ITEMS FOR THE NEXT MEETING</b>
		<p>Tourism to be an agenda item for the February meeting.</p> <p>For January meeting:</p> <ul style="list-style-type: none"> <li>• Current council working groups and committees</li> <li>• Streetlights and dark skies</li> </ul> <p>Scllr Walmsley reported that he is still pushing for the repair of the SC streetlight on High St.</p>
<b>191-2025</b>	<b>19.</b>	<b>DATE AND VENUE OF NEXT MEETING</b>
		Date of next meeting to be held on Tuesday 6 <sup>th</sup> January 2026 at Memorial Hall at 7.30pm
		Signed by the Chair.
		Meeting closed at 9.03pm

## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

### CLUN TOWN COUNCIL WITH CHAPEL LAWN

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		*Yes* means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.		✓	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.		✓	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.		✓	<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

3-16 May 25

and recorded as minute reference:

097-2025 2(a)

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.cluntowncouncil.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2024/25 for

Clun Town Council with Chapel Lawn

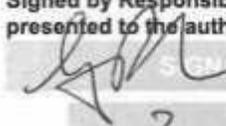
	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	60,113	72,845	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	62,000	70,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	8,726	66,601	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	12,559	12,978	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	43,435	136,129	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	72,845	60,346	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).

8. Total value of cash and short term investments	72,845	60,346	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	740,771	737,171	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings			The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

 SIGNATURE REQUIRED

Date

3-6-25

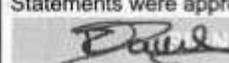
I confirm that these Accounting Statements were approved by this authority on this date:

3-6-2025

as recorded in minute reference:

097-2025-2(6)

Signed by Chair of the meeting where the Accounting Statements were approved

 SIGNATURE REQUIRED

## Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **Clun Town Council with Chapel Lawn - SH0051**

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Please see below

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has submitted its AGAR and supporting documentation prior to 30 September 2025; however, we have not been able to complete our review work in time to enable the smaller authority to publish the required documentation in line with statutory requirements. Once we have completed our review a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters.

Our fee note for the limited assurance review will be issued when we certify completion.

### 3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

We do not certify completion because:

We have not been able to complete our review work in time to enable the smaller authority to publish the required documentation in line with statutory requirements.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

Date

28/09/2025

## Final External Auditor Report and Certificate 2024/25 in respect of Clun Town Council with Chapel Lawn SH0051

### Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### External auditor's limited assurance opinion 2024/25

On 28 September 2025, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2025. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

- 1) The smaller authority has disclosed that it made proper provision during the year 2024/25 for the exercise of public rights, by answering 'Yes' to Section 1, Assertion 4. However, as was reported last year, we are aware that it failed to do this and therefore should have answered 'No' to this Assertion.
- 2) The AGAR was not accurately completed before submission for review:
  - Section 2, Box 9 for the prior year has been incorrectly restated and should read £737,171.
  - Section 2, Box 6 for the prior year is incorrect due to a typographical error and should read £45,435.
  - The responses to Section 1, Assertion 9 and Section 2, Boxes 11(a) and (b) in respect of trust funds are not consistent. The smaller authority has confirmed that the response to Section 2, Box 11(b) should be 'Yes'.

Other matters not affecting our opinion which we draw to the attention of the authority:

- 1) The smaller authority has confirmed that it has not complied with the governance Assertions in Section 1, Boxes 3, 5, 7, 9 but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. This is consistent with matters raised by the internal auditor in the Annual Internal Audit Report and their detailed report.
- 2) We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2025/26 for the exercise of public rights, since the approval date was the same day as the start of the period for the exercise of public rights. The public rights period cannot start until at least one day after the date of approval of the AGAR. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2025/26 and ensure that it makes proper provision for the exercise of public rights during 2026/27.

### **External auditor certificate 2024/25**

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*PKF Littlejohn LLP*

**PKF Littlejohn LLP**

**06/11/2025**

Clun Town Council With Chapel Lawn

**Current T1**

60-83-01 • 20374648

Balance Available balance  
 £ **4,716.77** £ **4,716.77**

Show:

Transactions

Balances are correct as of 22:30 on 29 Jan 2026.

↓ Date	Description	Paid in	Paid out	Balance
16/01/26	Direct Debit (BT GROUP PLC) • GP01155491-000028		-56.48	4,716.77
14/01/26	B/P to: Stephen Wallace • CLUN TOWN COUNCIL		-226.75	4,773.25
11/01/26	Transfer from 20374716	5,000.00		5,000.00
02/01/26	Transfer from 20374716	1,061.40		0.00
02/01/26	S/O to: J. Churchett • CLUN TOILETS		-600.00	-1,061.40
02/01/26	S/O to: G.J.Rippon • CLERK SALARY		-669.64	-461.40
31/12/25	Service Charge		-6.00	208.24
31/12/25	St Georges C • churchyd balance	8.57		214.24
16/12/25	Direct Debit (BT GROUP PLC) • GP01155491-000027		-56.48	205.00
11/12/25	Direct Debit (SSE ENERGY SUPPLY) • 0058218-DD01338371		-419.97	262.15
10/12/25	B/P to: St Georges Church • CLUN TC		-94.28	682.12
08/12/25	B/P to: G.J.Rippon • EXPENSES		-76.99	776.40
08/12/25	B/P to: HMRC PAYE • 64PJ00161445		-558.58	853.39
08/12/25	B/P to: Remembering You • CLUN TOWN COUNCIL		-700.00	1,411.97
08/12/25	B/P to: Community Cars • COMMUNITY CARS		-45.00	2,111.97

08/12/25	B/P to: Shrop wildlife tru • TWIST MEMORIAL FUN	-150.00	2,156.97
08/12/25	B/P to: Remembering You • CLUN TOWN COUNCIL	-1,500.00	2,306.97
02/12/25	S/O to: G.J.Rippon • CLERK SALARY	-669.64	3,806.97
01/12/25	S/O to: J. Churchett • CLUN TOILETS	-600.00	4,476.61
30/11/25	Service Charge	-6.00	5,076.61
19/11/25	Direct Debit (BT GROUP PLC) • GP01155491-000026	-56.48	5,082.61
17/11/25	B/P to: HMRC PAYE • 64PJ00161445	-450.12	5,139.09
17/11/25	B/P to: HMRC PAYE • 64PJ00161445	-150.93	5,589.21
17/11/25	B/P to: G.J.Rippon • EXPENSES	-266.99	5,740.14
17/11/25	B/P to: MRT • CLUN TC	-1,896.00	6,007.13
17/11/25	B/P to: RBL • CLUN TC WREATH	-50.00	7,903.13
03/11/25	S/O to: J. Churchett • CLUN TOILETS	-600.00	7,953.13
03/11/25	S/O to: G.J.Rippon • CLERK SALARY	-669.64	8,553.13



Clun Town Council With Chapel Lawn

## Instant Access

60-83-01 • 20374716

Balance Available balance Gross interest rate  
£ **51,561.20** £ **51,561.20** 2.10% (2.12% AER) ⓘ

Show:

Transactions



Balances are correct as of 22:30 on 29 Jan 2026.

↓ Date	Description	Paid in	Paid out	Balance
11/01/26	Transfer to 20374648		-5,000.00	51,561.20
02/01/26	Transfer to 20374648		-1,061.40	56,561.20
31/12/25	Credit Interest	315.82		57,622.60



## Payment sheet February

Amount	Payee	Reason
£968.45	Staff	Salaries
£551.19	HMRC	Tax and employer's NI
£75.00	Memorial Hall	Room hire
£75.00	Memorial Hall	Room hire
£76.99	G.J.Rippon	expenses
£1,253.04	Highline	street light maintenance
£2,999.67	Total	

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Current account												
	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March
C/F	£5,426.32	£76,604.32	£60,949.50	£60,949.50	£23,563.42	£19,025.37	£12,570.58	£9,265.74	£5,119.58	£596.96		
Fund transfer				-35000.00						6061.40		
Precept												
Other									8.57			
Grant												
Vat refund												
Interest												
Expenditure	-7696.42	-6853.69	-8801.13	-2386.08	-4538.05	-6454.79	-3304.84	-4146.16	-4531.19	-3426.43		
Balance	<b>£76,604.32</b>	<b>£69,750.63</b>	<b>£60,949.50</b>	<b>£23,563.42</b>	<b>£19,025.37</b>	<b>£12,570.58</b>	<b>£9,265.74</b>	<b>£5,119.58</b>	<b>£596.96</b>	<b>£3,231.93</b>		

Deposit account												
	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March
C/F	£26,904.58	£21,904.58	£21,904.58	£22,035.10	£57,035.10	£57,035.10	£57,306.78	£57,306.78	£57,306.78	£57,622.60		
Interest /other												
Transfer			£130.52			£271.68			£315.82			
Balance	<b>£21,904.58</b>	<b>£21,904.58</b>	<b>£22,035.10</b>	<b>£57,035.10</b>	<b>£57,035.10</b>	<b>£57,306.78</b>	<b>£57,306.78</b>	<b>£57,306.78</b>	<b>£57,622.60</b>	<b>£51,561.20</b>	<b>£0.00</b>	<b>£0.00</b>

Total Balances												
	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March
Current Account	76604.32	69750.63	60949.50	23563.42	19025.37	12570.58	9265.74	5076.61	596.96	3231.93	0.00	0.00
Deposit Account	21904.58	21904.58	22035.10	57035.10	57035.10	57306.78	57306.78	57306.78	57622.60	51561.20	0.00	0.00
HSBC current	6134.48	6134.48	6134.48	6134.48	6134.48	6134.48	6134.48	6134.48	6134.48	6134.48		
HSBC Deposit	6779.43	6779.43	6808.37	6808.37	6808.37	6808.37	6808.37	6808.37	6808.37	6808.37		
Total	111422.81	104569.12	95927.45	93541.37	89003.32	82820.21	79515.37	75326.24	71162.41	67735.98	0.00	0.00
Income Bond	15476.93	15476.93	15476.93	15476.93	15476.93	15476.93	15476.93	15476.93	15476.93	15476.93		
Grand Total	<b>£126,899.74</b>	<b>£120,046.05</b>	<b>£111,404.38</b>	<b>£109,018.30</b>	<b>£104,480.25</b>	<b>£98,297.14</b>	<b>£94,992.30</b>	<b>£90,846.14</b>	<b>£86,639.34</b>	<b>£83,212.91</b>	<b>£0.00</b>	<b>£0.00</b>

PTO

Bank reconciliation end of January

Balance b/fwd from 31st December 2025	86639.34	
less payments		
add receipts	3426.43	
Balance as per cashbook	83212.91	
Represented by bank balances		
UTB Acc No.20374648	4716.77	
UTB Acc No.20374716	51561.20	
HSBC 11037625	6134.48	
HSBC 51104608	6808.37	
Cambridge Building Society	15476.93	
Payments for Bank charges	1484.84	
Add uncredited receipts	1484.84	
Reconciled Balance as at 31st January 2026	<u><u>83212.91</u></u>	
		TRUST FUND
		HSBC 51104616      1805.73
		HSBC61231995      100.00
		CCLA Coif            5643.00
		<u><u>7548.73</u></u>



## **Clun Town Council with Chapel Lawn**

### **WEBSITE QUOTATIONS**

Following a request to obtain quotes for a new website. I reached out to three companies namely

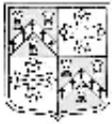
1. Vision ICT as well known company within the sector building and looking after numerous council websites large and small. They produced a glossy report with no prices.
2. Hugo Fox originally supplied free websites within Shropshire. Recently started charging for their services. They have a Bronze Silver and Gold packages. The Silver package seems to be the fit for Clun This is packaged at £239.88 per year spread over 12 months at £19.99 per month. £24.99p per month to manage 15 email addresses Transfer of content starts at £149.00p There is a large quantity of content Estimate this to be greater that
3. Mousematt, who is currently the Council's IT consultant. Has quoted £1800 for complete transfer. With a yearly fee of £180.00p

Whilst quote 2 appears the most cost effective on the surface if you take the monthly fee for emails 24.99 per month (12 months equals £299.88). Quote 3 looks the most attractive going forward

#### **Officer Recommendation.**

In view of the above I recommend that Clun Town Council with Chapel Lawn accept quote 3

**Gwilym J. Rippon**  
**Fellow of the SLCC, Cert HE CEG**  
**CiLCA (England and Wales)**  
**Town Clerk**



# CLUN TOWN COUNCIL

with CHAPEL LAWN

## Clun Town Council Grant Application Form

Please complete all sections of this application form.

Return completed applications to: Gwilym J. Rippon 12 Agincourt Drive Guilsfield Welshpool Powys SY21 9NA or [clunclerk@live.co.uk](mailto:clunclerk@live.co.uk)

### Section A – Please give the full name and address of the organisation applying for the grant and contact person.

Name of Organisation	Clun Bowling Club
Organisation details Include address, email, telephone number, website	Club Address : 10, Castle Street, Clun, Craven Arms, SY7 8JU Club Secretary : Anne McGinnity <a href="mailto:annemcginnity@gmail.com">annemcginnity@gmail.com</a> 07963024313
Is this organisation a profit making concern?	The club is a not for profit organisation
If this organisation is a registered charity please provide charity number	The club is not a registered charity
Please provide a brief description of your organisation (i.e. what does it do)	<p>The Bowling Club in Clun is known as the friendly club as it welcomes players of all ages and abilities.</p> <p>The objective of the club is to promote the game of crown green bowling for the recreation of local residents, their guests and visitors to the area. Through the game and the social aspects of the club it enriches community cohesion.</p> <p>In addition the benefits to the community are:-</p> <ul style="list-style-type: none"><li>• enables the integration of newcomers to Clun and long term residents</li><li>• promotes gentle exercise in the fresh air</li><li>• provides a forum for social inclusion across the generations and genders</li><li>• promotes mental and physical well being</li><li>• supports people with dementia to maintain skills and social interaction</li><li>• encourages the participation of younger members of the community to ensure the club is sustainable</li></ul> <p>It is a non for profit club, run by volunteers. Members do pay</p>



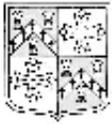
# CLUN TOWN COUNCIL

with CHAPEL LAWN

	<p>a small annual subscription (currently £40.00) which goes towards maintaining the green, insurance, county fees and ground rent.</p> <p>The club has 40 members from Clun and the surrounding areas. It also hosts friendly games to 8 clubs in South Shropshire with approximately 180 visitors a year. Over the past few years the club has worked hard to improve access to the grounds and facilities.</p> <p>The club is celebrating its 100 years of being formed in 2026 and we want to ensure it is available for the residents of Clun for another century.</p>
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**Contact person Enter details of a contact person if we have a question in relation to this grant application**

Name	Anne McGinnity ( Club Secretary)
Address (if different to above)	24, Newport Street, Clun, Craven Arms, SY7 8JZ
Telephone	07963024313
Email	annemcginnity@gmail.com

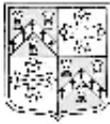


# CLUN TOWN COUNCIL

with CHAPEL LAWN

## Section B – details of requested grant

Grant amount being applied for	£1,000
Reason for grant application	<p>The club has worked hard over the last few years improving access to the grounds, addressing health and safety concerns and repairing the pavilion roof that was damaged in the 2025 storms. The Town Council have been very generous in supporting the club in making these improvements.</p> <p>The Club committee felt so proud of the grounds that it entered the South Shropshire Bowling Green of the Year competition in 2025. This was a very useful competition as it offered free advice of how to ensure the green remains playable now and in the future, recognising the the increasingly dry climate. The judges identified the importance of aerating the green with deep and regular spiking.</p> <p>Our current spiker is too small and not fit for purpose and the club needs to purchase a more suitable machine, otherwise the green will deteriorate and become unplayable.</p> <p>New, a spiker will cost in the region of £5,000 which the club cannot afford. However a reconditioned second hand machine has become available from a bowling club for which they are asking £2,000. Currently the Club has £1,000 available from fundraising in 2025 and we are asking if Clun Council will match fund.</p>
How it will benefit residents of the parish	<p>By purchasing the spiker it will ensure the green remains in a good condition so the club can continue to provide a local, social and recreational amenity for the residents of the parish.</p> <p>Bowling Clubs nationally are under threat and it would be sad to see the green go into disrepair and the club no longer be viable.</p>
How will the money be spent?	The grant will go towards purchasing a second hand spiker which is available now for sale from a Shropshire club.



# CLUN TOWN COUNCIL

with CHAPEL LAWN

When will the money be spent?	If successful the money will be spent immediately.
How do you intend to keep the Town Council informed about the project?	The secretary will inform the Town Council when the purchase is completed and invite Council members to the club's centennial event in July 2026
Who should the cheque be made payable to?	Clun Bowling Club

## Section C – Please provide details of other sources of finance

Have you applied to any other body for a grant towards the proposed project? If yes, please provide evidence, including the amount.	<p>Several unsuccessful grant applications have been made including Shropshire Veolia Environgrant and Ludlow Rotary Lottery.</p> <p>On reflection these may have not been the right organisations to apply to. Subsequently advice has been given to help write and apply for appropriate grants.</p>
How else do you raise income?	<p>Whilst the club does charge an annual membership fee it is reluctant to raise this cost by a significant amount as it could be prohibitive for people on lower incomes to pay.</p> <p>Membership fees only covers the running costs of the club and there is no remaining money to address the identified need.</p> <p>The Club has carried out a number of fundraising events over the past 12 months and has raised £1,000 which will be used to part fund the spiker</p> <p>A programme of fundraising events has been proposed for 2026, which it hopes to raise a further £1,000 to ensure there are funds to maintain the equipment.</p>
If this grant application fails, what would happen?	If unsuccessful, the opportunity to buy the second hand machine available now will be lost and we will have to wait a number of years in order to purchase a new machine which will only increase in price. Meanwhile the green will deteriorate and may become unplayable.



# CLUN TOWN COUNCIL

with CHAPEL LAWN

**Section D – Application and declaration I declare that to the best of my knowledge the statement made in this application form, including any accompanying sheets, are true.**

Signature	<i>A McGinnity</i>
Print Name	Anne McGinnity
Date	17 January 2026