

**ALVELEY AND ROMSLEY PARISH COUNCIL
NEAR BRIDGNORTH, SHROPSHIRE**

Chairman Pam Barker

Clerk to the Council:
David Rawlinson

Tel. 07972040818

Email: clerk@alveleyandromsleypc.org.uk

43 Church View Gardens
Kinver
Stourbridge
West Midlands
DY7 6EE

4th October 2021

Dear Councillor

You are hereby summoned to attend the next meeting of the Parish Council, which will be a Monthly Meeting' to be held on Tuesday 12th October 2021 in the Pavilion, Daddlebrook Road, Alveley, at 7.45pm, preceded by an Open Forum at 7.30pm.

Yours sincerely

DRawlinson

David Rawlinson
Clerk to the Council

AGENDA

1. OPEN FORUM
2. TO RECEIVE APOLOGIES FOR ABSENCE.
3. TO RECEIVE DECLARATIONS OF ANY PECUNIARY/PREJUDICIAL INTEREST.
4. TO CONFIRM THE MINUTES OF THE MONTHLY PARISH COUNCIL MEETING HELD ON TUESDAY 7TH SEPTEMBER 2021.
5. TO CONSIDER URGENT PARISH MATTERS –
 - (i) Land at Beauty Bank.
 - (ii) Parish Noticeboards.
6. REPORT FROM SHROPSHIRE COUNCILLOR – Chairman to suspend Standing Orders to allow Cllr. Lynch to speak.
7. MEMBERSHIP OF COMMITTEES – see attached.
8. BRITISH LEGION POPPY APPEAL AND REMEMBRANCE SUNDAY 2021 – to consider a donation to the 2021 Poppy Appeal under Section 137 of the Local Government Act 1972, and to note the local arrangements for Remembrance Sunday on 14th November.

9. TO RECEIVE DETAILS OF PLANNING APPLICATIONS AND DECISIONS

1. Planning Application received – to make recommendations to Shropshire Council

21/04228/FUL Erection of a dual pitched roof over exiting garage and insertion , of bay window to front in association with conversion to living accommodation, Jesston, The Woodlands, Alveley, WV15 6LQ.

21/04294/FUL Application under Section 73A of the Town and Country Planning Act 1990 for change of use of agricultural land to form new residential access and parking, Land at Paper Mill, 121, Alveley, WV15 6HE.

21/04409/FUL Erection of a replacement dwelling and installation of package treatment plant, Meadow Ridge, Birdsgreen, Alveley.

21/04271/FUL Conversion of existing Dutch Barn to provide 1No. dwelling, Dutch Barn, High Barns, Six Ashes.

21/04472/FUL Change of use of land for the siting of a static caravan for residential use, Land south of Royal Oak, Alveley.

2. Planning Applications received since the Agenda closed Council to make recommendations to Shropshire Council

3. Planning Decisions received from Shropshire Council

21/03476/FUL Erection of a two storey side extension following demolition of existing two storey side extension, High Barns Farm, Six Ashes, Bridgnorth, Shropshire, WV15 6EP

Parish Council recommendation: No objection; Decision: Grant Permission

21/03405/FUL Erection of extension to dwelling, High Leasowe , Romsley Lane, Romsley, WV15 6HW

Parish Council recommendation: No objection Decision: Grant Permission

21/03032/FUL Erection of replacement swimming pool building following demolition of existing, Hammer Hill House, Romsley Lane, Romsley, WV15 6HW

Parish Council recommendation: Refuse permission Decision: Refuse permission

4. Planning Decisions received from Shropshire Council since the Agenda closed To note

5. Other planning matters for information only – to note:

21/04505/CPL Application for a Lawful Development Certificate for the proposed erection of a garden room following demolition of existing conservatory, and extension of external patio, Cherry Orchard Farmhouse, Tuckhill, Six Ashes.

10. FUTURE COMMUNICATIONS ARRANGEMENTS – report attached.

11. FINANCIAL REPORTS - attached

- (i) Future Banking Arrangements;
- (ii) Financial Report.

12. ITEMS FOR FUTURE MEETINGS

New Councillor induction (ongoing)

Review Parish Council's Code of Conduct

Climate emergency

Parish noticeboards

Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018

Review of the Council's policy for dealing with the press / media

13. TO CONFIRM THE DATE OF THE NEXT MEETING

The next meeting of the Parish Council will be a monthly meeting to be held on Tuesday 2nd November 2021 in the Pavilion, Daddlebrook Road, Alveley, commencing at 7.30 pm, to include an Open Forum.

To: Cllr. Ms. P. M. Barker, Cllr. Mr. M. A. Haddon, Cllr. Miss I. D. Jakeman, Cllr. Mr. M. L. Love, Cllr. Mr. R. J. Narburgh, Cllr. Mr. C. D. Noble, Cllr. Mrs. S. L. Potter, Cllr. Mr. J. R. Taylor, Cllr. Ms. V. N. Voysey and Cllr. Mr. P. W. Whale

Cc. Cllr. Mr. E. L. Lynch

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Minutes of a monthly meeting of the Parish Council held on Tuesday 7th September 2021 in the Pavilion, Daddlebrook Road, Alveley, including an Open Forum, commencing at 7.30pm

046. PRESENT

Cllr. Ms. P. M. Barker (Chairman), Cllr. Mr. C. D. Noble (Vice-chairman), Cllr. Mr. M. A. Haddon, Cllr. Miss I. D. Jakeman, Cllr. Mr. R. J. Narburgh, Cllr. Mr. J. R. Taylor, Cllr. Ms. V. N. Voysey.

047. IN ATTENDANCE

Mr. D. H. Rawlinson (Clerk), Cllr. Mr. E. L. Lynch (Shropshire Councillor), Mr. M. L. Love and Mr. P. W. Whale.

048. OPEN FORUM

Mrs. Margaret Shaw advised the meeting that she would be unable to continue to maintain the village planters in future; she referred to the need for regular watering as an increasing struggle. The Chairman thanked Mrs. Shaw for all her work and Cllr. Hadden offered to help with watering the planter at the Post Office.

Cllr. Miss Jakeman highlighted the problem of speeding on Arley Lane, especially past the visibility splay at the junction with Golden Acres. She noted that the visibility splay was used for parking, which increased the accident risk, and she suggested there should be a speed check or warning on this stretch. After discussion, she agreed to raise this at the forthcoming Annual Parish meeting.

049. APOLOGIES FOR ABSENCE

It **was resolved** to accept an apology for absence from Cllr. Mrs. S. L. Potter (personal).

050. DECLARATIONS OF PECUNIARY/PREJUDICIAL INTEREST

None.

051. MINUTES OF THE MONTHLY PARISH COUNCIL MEETING HELD ON TUESDAY 6TH JULY 2021

It was **resolved** that the minutes of the meeting held on 6th July 2021 were a true and accurate record.

052. VACANCIES FOR PARISH COUNCILLORS

The Chairman formally proposed that Mr. Malcolm Love and Mr. Paul Whale be co-opted to serve on the Parish Council and this was seconded by Cllr. Miss Jakeman. Both Mr. Love and Mr. Whale spoke in support of their applications, outlining their previous experience and emphasising their desire to work on behalf of the local

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community, Mr. Love as a longstanding resident and Mr. Whale as a recent arrival in the Village. After due consideration, the Parish Council **agreed unanimously** to approve the co-option of Mr. Malcolm Love and Mr. Paul Whale to serve as Parish Councillors. Both Councillors completed and signed a Declaration of Acceptance of Office, which was witnessed by the Clerk, and were welcomed to their first meeting.

053. URGENT PARISH MATTERS

- (i) Annual Parish meetings – it was confirmed that the Alveley Annual Parish meeting will take place on Tuesday 14th September 2021 with crime detection and prevention as a focus for discussion. The Clerk also reported that, after consultation with the Secretary of the Romsley Parish meeting and with Romsley Councillors, it had been decided not to hold a Romsley Annual Parish meeting in 2021.
- (ii) Queen's Platinum Jubilee – the Clerk explained that, in 2022, Her Majesty The Queen will become the first British Monarch to celebrate a Platinum Jubilee, seventy years of service. He referred to a recent press release from Buckingham Palace which was with the agenda papers. This highlighted an extended bank holiday, from Thursday 2nd to Sunday 5th June 2022, which will provide an opportunity for communities and people throughout the United Kingdom to come together to celebrate the historic milestone. The Clerk advised that he has been approached by the Secretary of Alveley Village Hall Committee to enquire what plans the Parish Council has to mark the occasion and what scope there is for community groups to collaborate in a joint event.

The Chairman reported that previous discussions have established that the Recreation Association is prepared to allow a tree to be planted at the corner of the Recreation Ground. There was support for this as a suitable way of marking the occasion and a suggestion to plant more than one tree. After further discussion, it was **agreed** that the Clerk would contact local organisations to explore the possibility of joint activities/events, and report back to the next Parish Council meeting.

- ii) Climate emergency – the Clerk emphasised the importance of the Parish Council's involvement but indicated that, because of other 'pressures' he had not been able to give time to this issue since the last meeting. His advice was that the Parish Council should consider setting up a Working Party/Task and Finish Group to address this agenda. He considered that such action would enable enthusiasts within the community to be brought into the discussion and would allow work to be managed through virtual meetings. The Parish Council **agreed** to consider this proposal at a future meeting.

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054. REPORT FROM SHROPSHIRE COUNCILLOR – the Chairman suspended Standing Orders to allow Cllr. Lynch to speak.

Cllr. Lynch updated the meeting on the following local issues:

- (i) Empty property at 16 Cook's Cross – Shropshire Council is now involved and have carried out a site inspection. The elderly resident is now in care.
- (ii) Roadside site mirror – the mirror by the Church has been replaced.
- (iii) Recreation Ground sign – this is on order but has not yet been replaced.
- (iv) A442 - Road safety concerns have been raised by a number of residents in Alveley and in Quatt. The matter is being raised with Shropshire Council's Portfolio Holder for Transport.

The Chairman informed Cllr. Lynch of concerns which have been reported to her concerning groundwork activities at Beauty Bank, near the junction with Lindridge Lane, which involve a pond being drained. They may need to be investigated by Shropshire Council. After discussion, it was **agreed** that the Clerk would investigate and, if necessary, report to Shropshire Council.

055. NEIGHBOURHOOD PLANNING – the Clerk's report was considered and the Vice-chairman outlined previous experience locally with neighbourhood planning. Subsequent discussion focused on:

- the scale and duration of the commitment involved;
- the benefits that an approved Neighbourhood Plan would provide in minimising the threat of inappropriate development;
- the possible need to update the 2016 Housing Needs Survey;
- the need to target particular groups of residents and the possible role of social media and virtual meetings.

It was subsequently **agreed** that the Clerk would circulate a briefing note to all Councillors, setting out the proposals for Alveley within Shropshire Councils draft Local Plan, so that this could form a basis for a subsequent discussion in a Task Group setting.

056. REVIEW OF PARISH COUNCIL POLICIES – the Clerk explained the reviews that were proposed within the approved Action Plan for 2021/22. He also clarified the position with regard to the Council's approved Code of Conduct, in the light of the Local Government Association's new model Code. He advised that the Parish Council's approved Code should be closely aligned to Shropshire Council's Code, and therefore that the Parish Council should defer any changes for the time being. The Parish Council **agreed** this course of action and to review the position in December 2021.

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The Parish Council then received updated drafts of two policies, namely -

- (i) Equality and Diversity Policy, and
 - (ii) Complaints Policy and Procedures;
- and **approved** both documents.

057. TO RECEIVE DETAILS OF PLANNING APPLICATIONS AND DECISIONS

1. Planning Applications received –

21/03347/FUL Erection of a riding arena and retrospective permission for the change of existing buildings to stabling, Kingsnordley Farm, Kingsnordley, WV15 6EU.

There was concern that this site is served by a narrow country lane which is in very poor condition. It was therefore **agreed** to raise no objection, subject to there being no significant increase in traffic as a result of this development.

21/03706/FUL Erection of two storey rear extension (resubmission), Paper Mill, 121 Alveley, WV15 6HE.

Note This is a resubmission of previous application 21/02443/FUL which has been withdrawn, and proposes a rear extension/alteration to the existing property, rather than a side extension. The Parish Council considered the previous application on 22nd June 2021 and agreed not to oppose the application.

There was agreement that this application was preferable to the previous proposals, and it was **resolved** to raise no objection to the application.

2. Planning Applications received since the Agenda closed –

21/04252/TCA, To fell to ground level 1 no multi-stemmed willow tree within Alveley Conservation Area, The Vicarage, Alveley, WV15 6ND.

After discussion, it was **agreed** to raise no objection to this application

21/03655/LBC Work to Grade II listed building comprising of external repairs to include new roof, windows render and repointing, and internal works to include removal of walls and replacement beams, Shropshire Farm, Dye Lane, Fenn Green, WV15 6HY.

Members noted that this application did not involve any extension to the existing building and was solely related to external and internal repairs and replacements. It was **agreed** to support the application.

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3. Planning Decisions received from Shropshire Council – the following were noted:

21/02913/COU, Change of use from business to ancillary residential use, the Granary, Bell Orchard, Alveley, WV15 6NE.

Parish Council recommendation – notified for information only; Decision – grant permission.

21/03064/FUL Alteration of existing first-floor window and additional new first-floor window, 44 Romsley View, Alveley, WV15 6PJ.

Parish Council recommendation – grant permission; Decision – grant permission.

21/03240/FUL Erection of single storey extension to existing farmhouse to provide orangery, dog room, lobby, toilet and shower; Little Coton House, Coton, Alveley.

Parish Council recommendation – refuse permission; Decision – refuse permission.

The Chairman asked the Clerk to remind Shropshire Council that relevant information, including comments by expert consultees, should be made publicly available without unnecessary delay.

4. Planning Decisions received from Shropshire Council since the Agenda closed – none.

5. Other planning matters for information only – none.

058. CHRISTMAS TREE AND DECORATIONS – the Clerk reported that, after consultation with the Chairman and Cllr. Narburgh, he had approached Lite Ltd. Their representatives had visited the area and had provided a number of written quotes for Christmas decorations in the area around Cook's Cross, the Primary School and the Recreation Ground. Their quote for a 15 ft. Christmas Tree on the usual site – delivery, erection, lighting, dismantling and disposal was £1,560. The Clerk had not been able to obtain written quotes from other suppliers but had received a verbal quote of between £2,500 and £3,000 for a 12 ft. Christmas tree from Blachere Illuminations.

The Chairman was keen for this year's display to be of high quality. She also stressed the importance of procuring a supplier with the expertise and experience to manage all the health and safety issues, and with proper insurance cover, rather than to rely on local volunteers. After a brief discussion, it was **agreed** to accept the quote from Lite Ltd.

059. FINANCIAL REPORT.

- (i) Bank Reconciliation at 31st August 2021 - the Parish Council **agreed** to **note** the information.

- (ii) HSBC Banking

The Clerk reported that HSBC are introducing new charges for their banking services from 1st November 2021. From then, there will be a monthly fee and a charge for every cheque raised. He advised that, if the new charges had applied in the 2020/21 financial year the total of bank charges to the Parish Council would have been £160.

A preliminary survey of other 'High Street' Banks, had revealed that all of them offer a period of free banking. Most have a monthly fee after that but some waive this if there is a significant credit balance. There appears to be a lot of applications in the system to switch small business bank accounts and Lloyds have temporarily ceased taking further applications. He confirmed that the marketing focus of all the major banks is to move business customers to internet banking, and the majority of alternative banks only offer internet packages.

The Clerk also reported that, at the last monthly meeting, a new banking mandate was approved to update the list of authorised cheque signatories on the existing HSBC account (minute 043(2) of 6th July 2021 refers). The new mandate was despatched immediately. However, on 3rd August the Clerk received a letter from HSBC indicating that a different form should be used. Because of the situation described above, the Clerk has not yet followed this up, so the existing banking mandate remains in place.

The Parish Council **resolved** to authorise the Clerk, in conjunction with Councillors Love and Ms. Voysey, to investigate future options, including internet banking, and to report back to the monthly meeting on 12th October with their findings and recommendations.

- (iii) Severn Valley Country Park – Funding Agreement 2021/22

The draft funding agreement had been circulated, and the Clerk reminded Members that the Parish Council has already agreed a grant of £2,500 for the current financial year, including a one-year grant of £1,000 to support COVID recovery work. The Parish Council **approved** the draft funding agreement and **authorised** the Chairman to sign it.

- (iv) Footpath Improvement and Safety Issues

Alveley Strollers and Striders have drawn attention to a serious accident on the A442 near the Squirrel Public House. They advise that, had there been pedestrians in the vicinity, the accident might have resulted in

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serious injury or fatalities. The Strollers and Striders have decided not to use the narrow pavement in this area, and have advised that a better alternative is to cross the A442 via the central reservation at the end of Daddlebrook Road, go up the side of the Central Garage building site, turn left and follow the footpath across the field to St Peter's Finger on Romsley Lane. However, this route involves a number of awkward stiles. It is therefore proposed, with the permission of the landowner, to install four kissing gates at a cost of £360 each, making the total cost £1,440. The Strollers and Striders have requested financial support from the Parish Council to install these gates.

Members were advised that the approved budget for 2021/22 includes an earmarked reserve of £500 for footpaths, and that a reserve of £3,437 of Neighbourhood Fund is also available. After discussion, the Parish Council **agreed unanimously** to provide this additional funding, including £940 from the Neighbourhood Fund reserve.

(v) Electronic Communications (including Zoom)

The Clerk noted that, although most of the legal restrictions on activity arising from COVID-19 have been lifted, there remains the need for events which require people to congregate to be managed with extreme care. He also drew attention to the possibility of working parties or task and finish groups being established to deal with specific issues and priorities. He advised that such groups will not be subject to the legislative requirement for face-to-face public meetings which applies to the Parish Council and its committees. He confirmed that, after consultation with the Chairman of Council, he had therefore taken the opportunity to subscribe on behalf of the Parish Council to Zoom Standard Pro Annual at a discounted cost of £89.92 for the year from July 2021 to July 2022.

The Clerk considered that this facility would be very useful in engaging with the community about neighbourhood planning and the climate emergency. In addition, he also suggested that it would be helpful if additional equipment could be procured to facilitate hybrid meetings, where some participants are face-to-face and others are on-line. This could be used to enable those Councillors who remain uncomfortable with face-to-face meetings to access future task groups. The Clerk recognised that Councillors Haddon and Taylor have expertise in this area and undertook to consult with them regarding the best way forward.

The Parish Council **endorsed** the Clerk's action in procuring Zoom for a further year and **authorised** him to identify further options for improving the Parish Council's ability to communicate with local residents, in consultation with Councillors Haddon and Taylor, and to report back to the next monthly meeting.

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(vi) Vouchers/Invoices for Approval and Cheques for Signature

The Parish Council **approved** the revised schedule of vouchers and instructed Councillors Miss Jakeman and Narburgh to initial the vouchers and sign the cheques to be paid.

060. ITEMS FOR FUTURE MEETINGS

Membership of Committees

New Councillor induction

Review Parish Council's Code of Conduct

Climate emergency

Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018

Review of the Council's policy for dealing with the press/ media

Parish Council Noticeboards

Street lighting

061. TO CONFIRM THE DATE OF THE NEXT MEETING

The next meeting of the Parish Council will be a monthly meeting to be held on Tuesday 12th October 2021 in the Pavilion, Daddlebrook Road, Alveley, commencing at 7.30 pm, to include an Open Forum.

The meeting closed at 21.30

The Chairman thanked everyone for their attendance.

PARISH COUNCIL MEETING 12TH OCTOBER 2021 – AGENDA ITEM 7

APPOINTMENT OF MEMBERS TO COMMITTEES OF THE COUNCIL AND OTHER BODIES FOR 2021 - 2022

COMMITTEES

1. Planning – Cllrs. Miss I. D. Jakeman (Chairman), Mrs. S. L. Potter, Mr. J. R. Taylor and Ms. V. N. Voysey
2. Play Area – Cllrs. Mrs. S. Potter, Mr. R.J. Narburgh and Ms. V. N. Voysey with one co-option from Alveley Recreation Association
3. Staffing – Chairman and Vice-chairman (ex officio)
4. Street Lighting – Cllrs. Mr. R. J. Narburgh and Ms. V. N. Voysey

The Chairman and Vice Chairman are ex officio Members of all committees

VILLAGE APPOINTMENTS

1. Footpaths and Rights of Way officer – to remain vacant for the time being
2. Tree warden, Flood/Snow and Power Wardens – not made

APPOINTMENT OF REPRESENTATIVES TO THE FOLLOWING BODIES

1. Alveley Parish Memorial (Village) Hall – one vacancy to be filled
2. Alveley Recreation Association – Cllr Ms. P. M. Barker
3. SALC Bridgnorth & Shifnal Area Committee – Cllrs. Ms. P.M. Barker and C. D. Noble
4. C.P.R.E. (Bridgnorth & District Branch) – one vacancy to be filled
5. Local Joint Committee – Cllr. Mr. C. D. Noble
6. Lower Severn Flood Forum – request agenda and minutes
7. Severn Valley Country Park Advisory Group – Cllrs. Ms. P.M. Barker and Mr. M. A. Haddon

APPOINTMENTS TO CHARITABLE TRUSTS

1. Alveley Charity – Cllrs. Mrs S.L. Potter and Ms. V. N. Voysey
2. Whitall Meadows Trust – Cllr. Mr. R. J. Narburgh

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AGENDA ITEM 10

REPORT ON PARISH COUNCIL'S FUTURE COMMUNICATIONS STRATEGY

1. Purpose

- 1.1 To begin a review looking at how to improve the effectiveness of the Parish Council especially in its communications with local residents.

2. Introduction

- 2.1 At present, the Parish Council communicates with local residents via:

- Noticeboards (2 in Alveley, 1 in Romsley, 1 at Six Ashes and 1 in Tuckhill);
- Parish Council Website;
- Periodic newsletters;
- Public meetings;
- Parish Council representatives on local community/charitable groups;
- One-on-one interactions via email/letter/word-of-mouth.

- 2.2 The composition of the Parish Council has changed over the past year, with a number of experienced Members retiring, to be replaced by newly elected or co-opted Councillors. There have been recent discussions about whether the Council is 'in touch' with local residents, and whether it can provide effective community leadership in areas such as climate action, planning policy and strategy and crime prevention. This issue has arisen after a period when the activities of all public bodies have been severely limited by COVID restrictions.

- 2.3 The Parish Council employed Zoom video-communications to facilitate virtual meetings when face-to-face meetings were not possible, and has recently renewed its annual subscription, given the continuing uncertainty and partly to provide a platform for ad-hoc meetings or discussions to which local residents could be invited without the need for them to attend a face-to-face meeting.

- 2.4 The last newsletter was published in February/March 2021. It is available on the Parish Council's website. The Royal Mail 'Door-to-Door' delivery service was procured in an effort to provide every household with a paper version. However, this facility did not work well and has been abandoned. In the meantime, it has been decided not to publish an Autumn 2021 newsletter. Members should note that the Spring 2021 Newsletter was accessed via the Website by 240 people whereas the Spring 2020 Newsletter was accessed by 640 people. The difference may be partly because some residents did receive the paper version of the 2021 Newsletter.

- 2.5 In the past, the Parish Council's public meetings have not generally been well attended, and this has certainly been the case since 'lockdown' was ended.

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- 2.6 At the last monthly meeting, the Clerk was authorised to identify options for improving the Parish Council's ability to communicate with local residents, in consultation with Councillors Haddon and Taylor (minute 059(v) of 7th September 2021 refers).

3. **New Options**

- 3.1 So far, subsequent discussions have focused on two options:

- (a) Possible Parish Council use of Social Media;
- (b) Using Microsoft Teams as the platform for managing the Parish Council's activities and communications (both internal and external).

Members need to recognise that the following commentary is provided by the Clerk, who has no practical experience of Social Media or Microsoft Teams. He has been greatly assisted by Councillors Haddon and Taylor. They, or others with expertise and experience in this area, may want to amplify or amend specific statements.

3.2 **Social Media**

- 3.2.1 It seems clear that opening a Parish Council social media account (probably Facebook) would enable information to be made available more quickly to a significant number of residents, by joining the 'Alveley Chat' Facebook Group. However, there is no guarantee that these residents would access the information and it is likely that, within the potential audience some groups would be under-represented e.g. very elderly, socially disadvantaged.

- 3.2.2 National guidance from NALC recommends strongly that the Parish Council should have a formal Social Media Policy and that, within this policy, there should be strict controls over those who can originate messages or respond to those from other users. It is also recommended that the subject matter of outgoing messages should be controlled so that it only covers, for example:

- Promotional campaigns
- Consultation documents
- News and emergency information
- Event listings
- Key dates
- Polls and information gathering
- Useful links

It should also be noted that any Facebook page should include a privacy policy, and that there are privacy settings within Facebook to minimise the impact of inappropriate behaviour by other users. The Clerk understands that a Facebook account can be permanently deleted and that a Facebook page can be transferred to or made accessible to another user.

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3.2.3 The starting point would be for the Clerk to open a personal Facebook account which could then be rebadged as a Business/Community account. The Clerk is prepared to start this process but would wish to use his Parish Council email address. The formal approval of the Parish Council is required to take this action. The Parish Council is **requested** to consider this option.

3.3 Microsoft Teams

3.3.1 Zoom Communications is a video conferencing facility which allows users to participate in virtual discussions, meetings or conferences. It proved effective in allowing Parish Council business to be conducted during the 'lockdown' period. It does not offer any additional functionality.

3.3.2 Microsoft Teams should not be regarded as a straightforward alternative to Zoom. It is a 'collaborative' application which can be used to run virtual meetings, but has many other dimensions.

3.3.3 In respect of this Parish Council, the whole Council and each of its Committees (or task groups) could be set up as Teams. All the activities, documents, meetings and conversations relating to each Group would be held within Microsoft Teams and would be accessible by all users. In effect, all the Parish Council's business would be conducted through Microsoft Teams.

3.3.4 In order to use Microsoft Teams in this way, it is understood that each member of the Parish Council would need to be a registered user of Microsoft Office 365. This would cost £3.80 per user per month, just over £40 per month for the whole Council.

3.3.5 Based on limited information and research, the Clerk's view is that Microsoft Teams would enable the Parish Council's business to be run more efficiently and would enable meetings to be shorter and more focused. However, to be wholly effective, it would require all Councillors to dispense with paper and operate on-line. The Clerk has still to understand the potential for Microsoft Teams to improve external communications, and therefore **requests** that more time be allowed to explore this area.

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AGENDA ITEM 11(i)

REPORT ON FUTURE BANKING ARRANGEMENTS

1. Purpose

- 1.1 To provide information and evidence on which to base a decision on future banking arrangements

2. Introduction

- 2.1 The Parish Council has banked with HSBC since at least 2011. HSBC currently provides business telephone banking for which there have to date been no charges. However, HSBC are introducing new charges for their business banking services from 1st November 2021. From then, there will be a fee of £8 per month for using the Community Account which will become a Small Business Account. In addition, there will be a charge of £1 for every cheque raised and a charge of £15 for every direct payment made by telephone. The Business Money Manager Account will remain unchanged but there will be a small charge of £0.25 for every credit transaction into that account.
- 2.2 If these new charges had applied in the 2020/21 financial year the total of bank charges to the Parish Council would have been at least £160.
- 2.3 It should be noted that in future there will continue to be no charge for most automated transactions. This is in line with the marketing focus of all the high street Banks, which is to move business customers to internet banking, and the majority of alternative banks only offer on-line packages.
- 2.4 The Clerk has therefore been instructed to investigate alternative banking arrangements and Cllrs. Love and Ms. Voysey have supported this process. Minute 059(ii) of 7th September 2021 refers.
- 2.5 There appears to be a large volume of applications in the system for business bank accounts, including switching, and a number of banks, including Santander, Barclays and Lloyds, have temporarily ceased taking further applications.

3. Background Information

- 3.1 The experience of the current Clerk is that the service provided by HSBC is reliable and straightforward in most respects. However, the transfer of responsibility from the previous Clerk was lengthy and difficult, and recent efforts to update the banking mandate have been complicated and, so far, unsuccessful. In addition, there are significant waiting times, up to thirty minutes, when making non-routine enquiries to the telephone banking service.

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- 3.2 The current policy of the Parish Council is set out in the extracts from Financial Regulations which are appended. Regulations 6.4 and 6.6 are not wholly compatible with on-line banking but regulation 6.10 allows for internet banking transfers.

4. **Comparison of Business Banking Arrangements**

- 4.1 Attached is an extract from a recent independent survey of small and medium enterprises (SMEs) to ascertain whether they would recommend their business banking service provider to other SMEs. The survey covers the 14 largest banks.
- 4.2 Starling Bank score well but only offer internet banking through a smartphone. Handelsbanken advise that their fees and charges for a small business account such as this would not be competitive. Information follows on the other better performers.

Metro Bank

This Bank offer a Community account for which there is no monthly fee or transaction charge (up to a maximum of 200 transactions per month. Telephone banking is supported and there are Metro Bank branches at Brierley Hill (Merry Hill Centre) and Wolverhampton. It would be necessary for the Clerk to visit a local branch on a few occasions e.g. when setting up or changing the mandate. The account does allow the Parish Council to specify two signatures per cheque. The response to the Clerk's telephone enquiry was quick and efficient.

Santander Bank

Santander offer only internet banking, although payment by cheque is available. The account can have up to 3 signatories, but any one signatory can approve any financial transaction. There is no fee or charge for day-to-day banking. Santander are currently not accepting business account applications from customers looking to switch their accounts.

Barclays Bank

The Parish Council is eligible for a Community Account. This provides free day-to-day banking and telephone banking is available. There can be a maximum of three authorised signatories but two signatures per cheque can be required. Telephone advice was sought and this was prompt and helpful. Barclays have a branch in Bridgnorth. Barclays are currently not accepting business account applications from customers looking to switch their accounts.

NatWest Bank

With a Community Bank Account, there is no fee as long as annual turnover does not exceed £100,000. Telephone banking is available. Advice was sought through a Chat Line which was responsive and helpful. Nat West have now streamlined their branch network but there is a branch in Kidderminster.

Lloyds Bank

Lloyds offer 12 months free banking; then a monthly fee of £7 and a charge of £0.85 per cheque raised. Telephone banking is available. Lloyds have a branch in Bridgnorth.

ALVELEY AND ROMSLEY PARISH COUNCIL
REPORT BY CLERK OF COUNCIL

Lloyds are currently not accepting business account applications from customers looking to switch their accounts.

- 4.3 A number of Parish Clerks recommend the Unity Trust Bank, based in Birmingham as one which is geared to the social enterprise sector and provides good customer service. It offers on-line banking only but a facility provides for two signatories to authorise all payments. There is a monthly fee of £6 but no routine transaction charges. The Clerk has attempted to contact the Bank twice using the guidance on its website but has not yet been contacted.
- 4.4 The Clerk has received very helpful advice from Cllrs. Love and Ms. Voysey, as well as from the Chairman. Based on their experiences, Barclays score well for customer service but experience with Lloyds is mixed.

5. **Conclusions and Recommendation**

- 5.1 Base on the above information, the Clerk considers that the Parish Council should consider switching from HSBC to one of the following:

Metro Bank
Barclays Bank
Nat West Bank
Lloyds Bank

However, Barclays and Lloyds are not currently accepting applications to switch business bank accounts.

- 5.2 The options are therefore either:
- (i) to apply immediately to either Metro or Nat West;
 - (ii) to remain with HSBC until Barclays and/or Lloyds are accepting 'switch' applications.
- 5.3 The Clerk's initial preference would be to make an application to Metro Bank, but be prepared to reconsider if significant practical difficulties arise because of the location of their nearest branch (Brierley Hill), or for any other reasons.
- 5.4 The Parish Council is **requested** to consider the above conclusions and recommendations.

RELEVANT EXTRACTS FROM FINANCIAL REGULATIONS

- 5.1 The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

....

- 6.3 All payments shall be effected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated committee.

- 6.4 Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to the Council or Committee shall be signed by two members of Council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not under normal circumstances, be a signatory to the payment in question.

- 6.5 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each initial the cheque counterfoil.

- 6.6 Cheques or orders for payment shall not normally be presented for signature other than at a Council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Council at the next convenient meeting.

....

- 6.10 If thought appropriate by the Council, payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

Business banking service quality - Great Britain

Independent service quality survey results

Business current accounts

Published August 2021

As part of a regulatory requirement, an independent survey was conducted to ask customers of the 14 largest business current account providers if they would recommend their provider to other small and medium-sized enterprises (SMEs*). The results represent the view of customers who took part in the survey.

These results are from an independent survey carried out between July 2020 and June 2021 by BVA BDRC as part of a regulatory requirement, and we have published this information at the request of the providers and the Competition and Markets Authority so you can compare the quality of service from business current account providers. In providing this information, we are not giving you any advice or making any recommendation to you.

SME customers with business current accounts were asked how likely they would be to recommend their provider, their provider's online and mobile banking services, services in branches and business centres, SME overdraft and loan services and relationship/account management services to other SMEs. The results show the proportion of customers of each provider, among those who took part in the survey, who said they were 'extremely likely' or 'very likely' to recommend each service.

Participating providers: Allied Irish Bank (GB), Bank of Scotland, Barclays, Clydesdale Bank**, Handelsbanken, HSBC UK, Lloyds Bank, Metro Bank, NatWest, Royal Bank of Scotland, Santander, Starling Bank, The Co-operative Bank, TSB, Virgin Money, Yorkshire Bank**.

Approximately 1,200 customers a year are surveyed across Great Britain for each provider; results are only published where at least 100 customers have provided an eligible score for that service in the survey period.

16,800 people were surveyed in total.

Results are updated every six months, in August and February.

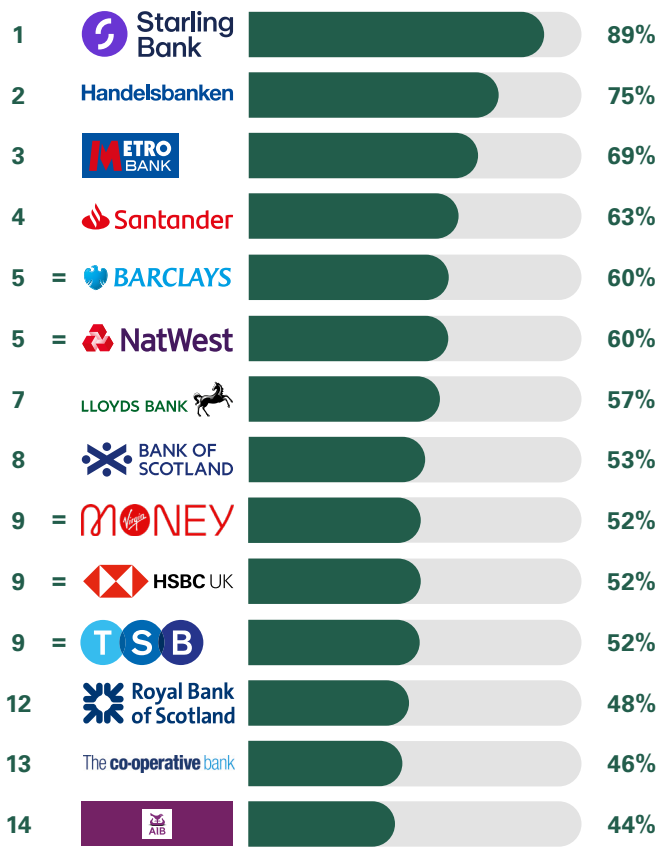
*SMEs include businesses, clubs, charities and societies with an annual turnover/income of up to £25m (exclusive of VAT and other turnover-related taxes).

**Interviews with customers of Clydesdale Bank and Yorkshire Bank are reported as Virgin Money.

Overall service quality

We asked customers how likely they would be to recommend their business current account provider to other SMEs.

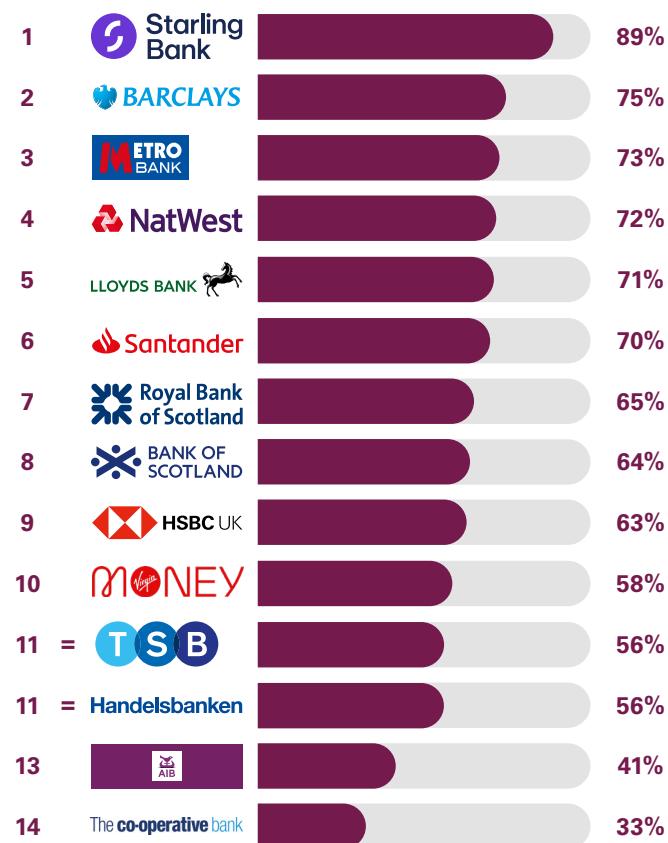
Ranking



Online and mobile banking services

We asked customers how likely they would be to recommend their provider's online and mobile banking services to other SMEs.

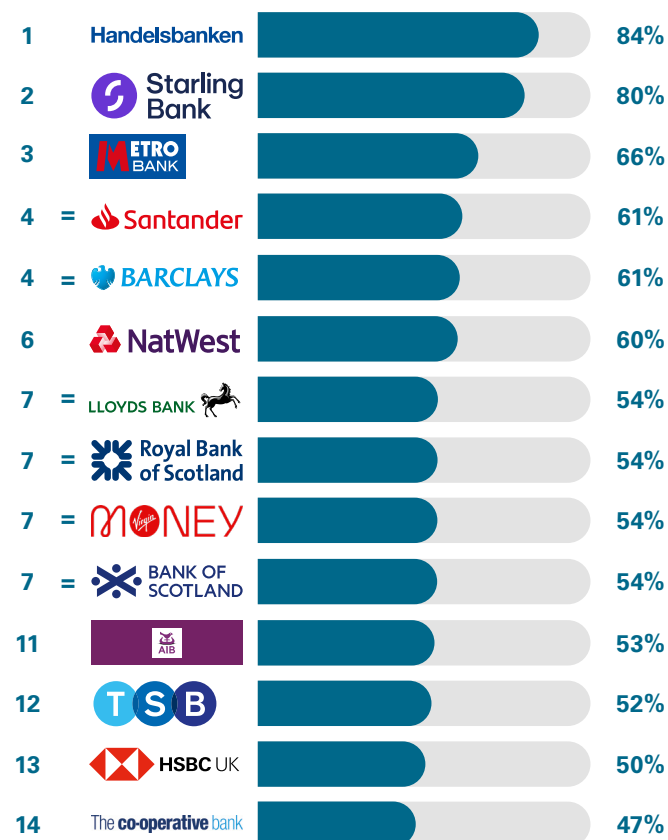
Ranking



Relationship/account management

We asked customers how likely they would be to recommend their provider's relationship/account management to other SMEs.

Ranking



ALVELEY AND ROMSLEY PARISH COUNCIL
REPORT BY CLERK OF COUNCIL

PARISH COUNCIL 12TH OCTOBER 2021

Agenda item 11 (ii)

FINANCIAL REPORT

1. Purposes

To deal with the following matters:

- (a) Examination of Quarterly Accounts to September 2021;
- (b) Bank reconciliation at 30th September 2021;
- (c) Budget monitoring;
- (d) External audit 2021/22;
- (e) Vouchers for approval and cheques for signature.

2. Examination of Quarterly Accounts to September 2021

- 2.1 As part of its internal control procedures, the Council has (prior to COVID) periodically appointed two Members to examine the accounts prior to a meeting and report back to the Council on their findings so that any necessary action may be taken. The Clerk would wish to resume this aspect of internal check and recommends this examination should cover the period April to September 2021.

Recommendation: that the Council appoint two Councillors to examine the accounts from April to September 2021 and report back to the Council at its November meeting.

3. Bank Reconciliation at 30th September 2021 and Verification of Bank Balances at 31st August 2021

Balances as at 30.09.21 -

Bank	£
Business Money Manager Account	69,112.93
Community Account	23,309.70
CCLA Public Sector Deposit Account	35,000.00
	<u>127,422.63</u>

Less unrepresented cheques -

202290	2,500.00
202295	<u>81.00</u>
	<u>124,841.63</u>

Cash Book		£
Opening balances as at	01/04/2021	87,696.19
Add receipts to	30/09/2021	54,871.99
Less payments to	30/09/2021	<u>-17,726.55</u>
		<u>124,841.63</u>

ALVELEY AND ROMSLEY PARISH COUNCIL
REPORT BY CLERK OF COUNCIL

- 3.1 The Parish Council is **requested** to **note** this information.
- 3.2 The Parish Council is also **requested** to instruct two Councillors to verify the bank balances at 31st August 2021 which were presented to the previous monthly meeting on 7th September 2021.

4. **Budget Monitoring**

- 4.1 A budget monitoring statement is attached. It covers the period 1st April to 30th September 2021. It indicates that in the first half of the financial year, total payments were just over 30% of the approved budget.
- 4.2 Payments on staffing are within budget, although there is a pay award pending which will be backdated to 1st April 2021 and will probably add around £100 to payments in the whole year.
- 4.3 Payments under miscellaneous office expenses have exceeded the approved budget as a result of the decision to increase the Chairman's allowance to £500 (minute 010 of 18th May 2021 refers), and the subsequent decision to renew the annual licence for Zoom Video Conferencing. The shortfall can be met by a virement of £215 from the approved budget of £1,000 for Newsletters, which is unlikely to be fully committed in 2021/22. The Parish Council is **requested** to approve this virement.
- 4.4 The internal audit fee for the last financial year has slightly exceeded the approved budget. No other approved budgets have been exceeded.

4.5 **Closed Churchyard**

- (i) Background - the Parish Council has a responsibility for the maintenance of the Closed Churchyard under the Local Government Act 1972 s.215. However, the Closed Churchyard remains in the ownership of the Church. The Parish Council's insurance cover therefore does not include the Closed Churchyard but the Council does have a duty of care to the users of the Churchyard, including members of the public who might visit or walk through it, under Health and Safety legislation. The Parish Council has no responsibility for the maintenance or upkeep of the Church building.
- (ii) Trees - the above responsibility covers tree inspection and maintenance, and most of the focus in the past year or so has been on trees. A tree inspection was carried out in March 2021. Since then, work has been carried out to clear fallen deadwood, but a number of other tasks are outstanding. Most of these will need to be carried out by a professional arboriculturalist. In the recent past the Parish Council has employed Lewis Arborcare to do such work. The Parish Council is **requested** to authorise the Clerk to seek a quotation from Lewis Arborcare for the outstanding work.

ALVELEY AND ROMSLEY PARISH COUNCIL
REPORT BY CLERK OF COUNCIL

(iii) Other - because of COVID restrictions, it has not yet been possible to agree with the Parochial Church Council a programme of work to paths, walls and gateways at the Closed Churchyard, so it is highly unlikely that the approved budget of £10,000 will be fully spent in the current financial year. The Parish Council is **requested** to consider the best way forward.

- 4.6 There are two major spending commitments in the pipeline, which were not budgeted for i.e.

Four kissing gates requested by Alveley Strollers and Striders - £1,440
Christmas tree and decorations - £1,560

It has already been agreed to fund the first commitment from an allocated reserve (£500) and Neighbourhood Fund (£940) – minute 058(iv) of 7th September 2021 refers.

It is **proposed** that the second commitment be funded by a virement of £1,560 from the budget for Closed Churchyard paths, walls and gateways.

- 4.7 There is likely to be an additional spending commitment in the current year as a result of the current review of banking arrangements (see agenda item 11(i)). In addition, EoN Energy has recently confirmed that the annual charge for the street lighting maintenance contract will be £1,705. This will be met from the Street Lighting Repairs and Maintenance budget of £2,500. In relation to the budget for receipts, the target of £100 for bank interest will not be met.
- 4.8 The Parish Council is **requested** to note the attached budget statement and to require a further budget monitoring report at its December meeting.

5. **External Audit of 2020/21 Financial Year Accounts**

- 5.1 The external auditors, PKF Littlejohn, have now issued the external audit certificate for our 2020/21 accounts. This is attached. It confirms that “the information in Sections 1 and 2 of the AGAR is in accordance with “proper practices” and that there are no other matters have arisen which are not in accordance with relevant legislation and regulations, or which the auditors need to draw to your attention.
- 5.2 The Parish Council is now required to publish a “Notice of conclusion of audit” which details the public’s right of inspection. This notice, along with Sections 1, 2 and 3 of the AGAR must appear on the Council’s website by 30th September 2021. The Clerk has drawn up and displayed this notice.
- 5.3 The Parish Council is **requested** to note the above and to **endorse** the attached Notice of conclusion of audit.

ALVELEY AND ROMSLEY PARISH COUNCIL
REPORT BY CLERK OF COUNCIL

6. **Vouchers/Invoices for Approval and Cheques for Signature**

- 6.1 A schedule of vouchers/invoices is attached.

Recommendation:

The Council is **requested** to **approve** the schedule of vouchers and to instruct two Councillors to initial the vouchers and sign the cheques to be paid.

BUDGET MONITORING 2021 - 22			
	2021/22	2021/22	
BUDGET ITEM	Approved	To 30 Sept 21	%
STAFFING			
Salary	9,685	4,681	48.3%
Salary increase	0	0	
Employer NI	124	48	38.9%
	9,810	4,730	48.2%
TRAVEL			
Councillors	60	0	0.0%
Clerk	100	48	48.3%
	160	48	30.2%
OFFICE EXPENSES			
Website	60		0.0%
Paper/envelopes	50	21	42.0%
Printer cartridges	100	45	45.0%
Stamps	75	26	34.7%
Misc.	500	715	143.0%
Office rent	216		0.0%
	1,001	807	80.6%
OFFICE EQUIPMENT	150	39	26.0%
AUDIT			
Internal	250	261	104.3%
External	300		0.0%
	550	261	47.4%
INSURANCE			
	1,300	1,271	97.8%
TRAINING			
Councillors	1,410	360	25.5%
Clerk training	120	75	62.5%
Conferences	0		
	1,530	435	28.4%
SUBSCRIPTIONS			
Shropshire Assoc. Local Councils	900	868	96.5%
Society of Local Council Clerks	150	144	96.0%
CPRE	36		0.0%
	1,086	1,012	93.2%
NEIGHBOURHOOD FUND			
	0		
GRANTS AND DONATIONS			
Severn Valley Country Park	2,500	2,500	100.0%
Not section 137	5,000	350	7.0%
Section 137	500		0.0%
	8,000	2,850	35.6%
OTHER SECTION 137			
The Pound	120		0.0%
Jubilee Bank	340		0.0%
Christmas tree and lights	0		0.0%
	460	0	0.0%
CLOCK MAINTENANCE			
	0		
CHURCHYARD MAINTENANCE			
Tree inspection	900		0.0%
Tree work	300		0.0%
Grass cutting etc	1,690	1,470	87.0%

BUDGET MONITORING 2021 - 22			
	2021/22	2021/22	
BUDGET ITEM	Approved	To 30 Sept 21	%
Paths/walls/gateways etc	10,000		0.0%
Mole control	100	40	40.0%
	12,990	1,510	11.6%
PLAY AREA MAINTENANCE			
Grass cutting etc	2,900	2,030	70.0%
Annual inspection	70	68	97.1%
Fortnightly inspection	600		0.0%
Sand for sandpit	500		0.0%
Repairs	500		0.0%
	4,570	2,098	45.9%
PLAY AREA EQUIPMENT			
	0		
FOOTPATHS			
(£500 in Allocated Reserves)	0		
STREET LIGHTING CAPITAL			
Replacement columns and LEDs	6,000		0.0%
STREET LIGHTING REVENUE BUDGET			
Electricity	3,940	1,680	42.6%
Six yearly inspection	0		
Repairs and maintenance	2,500		0.0%
	6,440	1,680	26.1%
ENVIRONMENT AND HIGHWAYS			
Highway verges	400	160	40.0%
Other verges	120		0.0%
Footpaths	0		
Amenity land grass cutting	0		
	520	160	30.8%
(MOBILE LIBRARY)			
LOCALISM RESERVE	0		
COMMUNITY LED PLAN			
(£1,000 in Allocated Reserves)	0		
NEWSLETTERS			
3 per year	1,000		0.0%
TOTAL	55,567	16,900	30.4%
VAT TO BE RECLAIMED	2,500	827	33.1%
TOTAL INC VAT TO BE RECLAIMED	58,067	17,727	30.5%
RECEIPTS			
Precept	53,331	53,331	100.0%
Grants	0		
Bank Interest	100	9	8.5%
Miscellaneous	0		
VAT Reclaimed	2,500	1,532	61.3%
TOTAL RECEIPTS	55,931	54,872	98.1%

Section 3 – External Auditor Report and Certificate 2020/21

In respect of **Alveley and Romsley Parish Council – SH0008**

1 Respective responsibilities of the body and the auditor

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 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

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.

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

None.

3 External auditor certificate 2020/21

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 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

08/09/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Alveley and Romsley Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2021

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for Alveley and Romsley Parish Council for the year ended 31 March 2021 has been completed and the accounts have been published.</p> <p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Alveley and Romsley Parish Council on application to:</p> <p>(a) Mr. David Rawlinson, Parish Clerk and Responsible Financial Officer 43 Church View Gardens, Kinver, Stourbridge DY7 6EE Telephone: 07972040818 Email: clerk@alveleyandromsleypc.org.uk</p> <p>(b) Inspection rights may be exercised from 10.00 to 16.00 on Mondays to Fridays, excluding Bank Holidays</p> <p>(c) Copies will be provided to any person on payment of £ 1 for each copy of the Annual Governance & Accountability Return.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p>
Announcement made by: (d) David Rawlinson, Parish Clerk	(d) Insert the name and position of person placing the notice
Date of announcement: (e) 14th September 2021	(e) Insert the date of placing of the notice

ALVELEY AND ROMSLEY PARISH COUNCIL
12TH OCTOBER 2021

SCHEDULE OF PAYMENTS AND CHEQUES TO BE APPROVED AND SIGNED

CHEQUE	PAYEE	NET	VAT	TOTAL	ITEM	COUNCIL POWER
S.O.	Payroll	645.70		645.70	September 2021 payroll	L.G.A. 1972 s. 112
	HMRC	171.07		171.07	PAYE and National Insurance	
	PKF Littlejohn LLP	300.00	60.00	360.00	External audit fee	L.G.A. 1972 s.111
	ALVC Ltd	73.85	14.77	88.62	Hosting of PC Website/Domain renewal	Local Audit & Acctbly. Act 2014
	Ditton Services	580.00	116.00	696.00	Grass cutting, Alveley Rec Ground Aug 21	L.G. (Misc. Prov) Act 1976 s.19
	Expenses -					
	Travel	22.36				
	Other	30.00				
	Clerk's expenses September 2021	52.36	0.59	52.95	Authorised expenses September 2021	L.G. (Finan. Prov) Act 1963 s 5
		<u>1,822.98</u>	<u>191.36</u>	<u>2,014.34</u>		

Signed

D Rawlinson
D.H. RAWLINSON
Clerk/R.F.O.

Chairman