

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

Chairman Pam Barker

Clerk to the Council:  
David Rawlinson

Tel. 07972040818

Email: [clerk@alveleyandromsleypc.org.uk](mailto:clerk@alveleyandromsleypc.org.uk)

43 Church View Gardens  
Kinver  
Stourbridge  
West Midlands  
DY7 6EE

30<sup>th</sup> August 2022

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 6<sup>th</sup> September 2022 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:-
  - (i) THE MONTHLY MEETING HELD ON TUESDAY 5<sup>TH</sup> JULY 2022.
  - (ii) THE EXTRAORDINARY MEETING HELD ON TUESDAY 26<sup>TH</sup> JULY 2022.
5. TO CONSIDER URGENT PARISH MATTERS –
  - (i) Alveley Medical Practice.
  - (ii) CCTV for Play Area.
  - (iii) Focus Group on CCTV and Crime Prevention.
  - (iv) Meeting of Street Lighting Committee.
6. REPORT FROM SHROPSHIRE COUNCILLOR – Chairman to suspend Standing Orders to allow Cllr. Lynch to speak.
7. CHRISTMAS TREE AND LIGHTS

In 2021 the Christmas tree and lights were procured from Lite Ltd at a total cost of £1,560. The display was well received and the arrangements for installing and removing the decorations well managed. The Clerk has contacted Martin Avill, the Sales and Marketing Director of Lite Ltd and he has offered to provide the same

display in 2022 at the same total cost of £1,560 excluding VAT. The Parish Council is **requested** to determine whether this offer is acceptable.

8. WEST MERCIA POLICE – COMMUNITY CHARTER CONTRACT

The Bridgnorth Safer Neighbourhoods Team (SNT) has asked the Parish Council to review its current priorities (see attached schedule) and to report any new priorities as soon as possible so that SNT can update the community charter contract. If priorities remain the same this should be reported.

The Parish Council is also requested to note the attached letter regarding the Local Policing Charter and Neighbourhood Matters” (an on-line web-based tool) which allows officers and staff across all disciplines and teams from West Mercia Police to send and receive messages to the public via email, text and voice message.

9. GRANT APPLICATION – ALVELEY P3 VOLUNTEERS/STROLLERS AND STRIDERS

Application attached for consideration.

10. TO RECEIVE DETAILS OF PLANNING APPLICATIONS AND DECISIONS

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

22/03467/FUL Erection of single-storey side extension. Internal remodelling, external steps to rear and external material amendments, 7 Birch Grove, Alveley, WV15 6LE.

22/03792/FUL Erection of single storey rear extension with balcony and alterations at first floor and porch, New Barns Farm, Alveley, WV15 6HH.

22/03825/FUL Proposed cavity construction rear extension across the rear of the property, 13 Maple Crescent, Alveley, WV15 6LT

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

3. Planning Decisions received from Shropshire Council – to note

22/02173/FUL Erection of integral garage to side elevation; extension to rear elevation and balconies to the either side of the property, Thameen, 6 Daddlebrook Road, Alveley, WV15 6NU

Parish Council recommendation: Approve Decision: Grant Permission

22/02801/FUL Erection of rear extension, Applecross Lodge, Alveley, WV15 6NB

Parish Council recommendation: Approve, Decision: Grant Permission.

22/02472/FUL Proposed driveway and parking provision for the static caravan previously approved under planning permission 20/04318/FUL, Royal Oak, Alveley, WV15 6LL

Parish Council recommendation: Refuse, Decision: Refuse Permission.

22/02881/FUL Erection of single-storey side extension with suitable facilities for disabled purposes, Bugs Hollow, 160 Kings Nordley.

Parish Council recommendation: No objection, Decision: Grant Permission.

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

5. Other planning matters - to consider:

1. 22/03568/CPL Application for Lawful Development Certificate for the erection of a single-storey side extension and loft conversion with rear dormer, 2 Daddlebrook Road, Alveley, WV15 6NU.

2. New Tree Preservation Orders SC/00496/22 (Land east of Severn Valley Country Park) and SC/00497/22 (Land at Arnside):

The Clerk has been notified of these Orders which have been made by Shropshire Council. Should the Parish Council wish to make any representations about these Orders written comments, in accordance with the requirements specified in the Notices, may be made to the Planning Services – Tree Team. Extracts from relevant documents are attached.

11. FINANCIAL REPORT – attached.

12. ITEMS FOR FUTURE MEETINGS

Dark Lane BOAT

External audit 2021/22

Review of Standing Orders

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

13. TO CONFIRM THE DATES OF FUTURE MEETINGS

The next monthly meeting of the Parish Council will be on Tuesday 4<sup>th</sup> October 2022 in the Pavilion, Daddlebrook Road, Alveley, commencing at 7.45pm preceded by an Open Forum.

To: Cllr. Ms. P. M. Barker, Cllr. Mrs. C. M. Brown, Cllr. Mr. R. G. Dowson, Cllr. Mr. M. A. Haddon, Cllr. Miss I. D. Jakeman, Cllr. Mr. M. L. Love, Cllr. Mr. R. J. Narburgh, 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, Ms. Chloe Martin.

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Minutes of the Monthly Meeting of the Parish Council held on Tuesday 5<sup>th</sup> July 2022 in the Pavilion, Daddlebrook Road, Alveley, including an Open Forum, commencing at 7.30pm

053. PRESENT

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

054. IN ATTENDANCE

Mr. D. H. Rawlinson (Clerk), two residents and two other members of the public.

055. OPEN FORUM

Planning Application for Car Park at Hampton Loade –

Two representatives of Kinver Freeliners Angling Club addressed the meeting. They advised that, since the Park Homes development at Hampton Loade, there was no longer adequate car parking for anglers. They indicated that the National Trust Car Park (for which the daily charge is £4.50) is a quarter of a mile from the fishing rights. They also advised that the car park usage would only be 6-10 cars per day and that there is no fishing between mid-March and mid-June. They reported that the development was supported by the Environment Agency and would not be detrimental to wildlife in the area.

Two residents spoke against the proposed development. They indicated that local opinion is against the proposal as the car-park will be for day ticket users who often number more than 10 per day but contribute little or nothing to the local economy. They deplored the idea of destroying more green space, and they considered that the development would cause significant highway problems in the village of Alveley and along the lane from the Village to the Buttercross, which is very popular with residents for walking, cycling and horse-riding. There was concern that the new access road would increase the problems of illegal off-roading, and could set a precedent should there be any future development plans for the area.

Romsley Matters

Cllr. Mrs. Potter updated the meeting on recent complaints about temporary air pollution by smoke and, possibly, fuel spillage.

Alveley Medical Practice

Cllr. Haddon reported a complaint from an elderly resident about the service provided by the Surgery, and especially limited opening hours, making it difficult to obtain a prescription. Other members were aware of similar concerns and it was agreed to review the position at the next meeting.

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## 056. APOLOGIES FOR ABSENCE

It was **resolved** to accept an apology for absence from Cllr. Mr. J. R. Taylor (personal).

## 057. DECLARATIONS OF PECUNIARY/PREJUDICIAL INTEREST

None were declared.

058. MINUTES OF THE MEETING HELD ON TUESDAY 14<sup>TH</sup> JUNE 2022

On the recommendation of the Chairman which was seconded by Cllr. Ms. Voysey, it was **resolved** that the minutes of the Monthly Meeting held on 14<sup>th</sup> June 2022 were a true and accurate record.

## 059. URGENT PARISH MATTERS

(i) Vandalism at Alveley Play Area – the Chairman referred to recent discussions with David Voysey (the Chairman of the Village Hall Committee), Tony Head and John Langhorn (the Secretary of the Recreation Association) regarding the possible use of CCTV to combat the recent spate of petty vandalism, which was also affecting the Village Hall. The Clerk confirmed that the Village Hall Committee was keen to work with the Parish Council on this. The favoured option was to install a similar CCTV system to that which already protects the Pavilion. John Langhorn advised that this cost less than £1,000 and was only monitored if an incident occurred. After discussion, the Chairman **proposed** that this project should go ahead and should be financed from the Neighbourhood Fund. This was **seconded** by the Vice-chairman and carried unanimously.

(ii) Progress in Recruiting a new Parish Clerk - the Clerk reported that the post had now been advertised twice resulting in applications from seven candidates. When the situation had been reviewed previously at the Parish Council meeting on 14<sup>th</sup> June, the maximum hourly rate for the post was increased from £11.73 to £12.95 for candidates with relevant experience. This reflected the view of several councillors that previous experience of clerking a Parish Council should be a key consideration (confidential minute 044. refers). Subsequently, the Staffing Committee has invited three candidates for interview on 7<sup>th</sup> July 2022.

## 060. REPORT FROM SHROPSHIRE COUNCILLOR – none

061. FEEDBACK FROM WORKING PARTY MEETING ON 21<sup>ST</sup> JUNE 2022.

A written report of the meeting by the Chairman of Council was circulated. The main objective of the meeting was to consider how to invest over £22,000 of Neighbourhood Fund grant which is now available to fund infrastructure improvements. The note referred to further discussion of CCTV systems to

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prevent/combat crime in Alveley and of support to deal with the poor state of the pavement, road and car park at Cook's Cross. The Working Party had also discussed the nature and timing of local consultation.

A number of Councillors expressed the view that CCTV should be looked at in more detail and that outside advice could be sought as part of this process. After discussion, Cllr. Ms. Voysey **proposed** that a focus group be established on CCTV and Crime Prevention. This was **seconded** by Cllr. Haddon and adopted with the proposed membership being Cllrs. Dowson, Haddon, Taylor, Whale and Ms. Voysey.

There was further discussion of consultation options. Some members favoured early consultation, starting with school children and then extending this to the wider community, whereas others preferred to consult on specific proposals from the Focus Group. It was **noted** that work would continue on a few smaller initiatives, including:

- Bench at the Buttercross - Cllr. Whale;
- Romsley planter – Cllr. Mrs. Potter;
- Larger waste bin at Old Chapel – Clerk;

but that other projects would be put to one-side for the time being.

#### 062. SEVERN VALLEY COUNTRY PARK (SVCP) – FUNDING AGREEMENT

Members were reminded that, in 2020/21 the Parish Council determined a fixed annual grant of £1,500 to SVCP following a period of fluctuating contributions. However, the Parish Council paid an additional grant of £1,000 in 2020/21 to assist in flooding repair work at the Country Park and a grant of £2,500 was paid in 2021/22, including a one-year addition of £1,000 to support COVID recovery work.

A Councillor queried whether the grant should be used to pay for staff but the Clerk advised that this was in line with previous years. After a further brief discussion, Cllr. Ms. Voysey **proposed** that the Funding Agreement for 2022/23 should be agreed. This was **seconded** by the Chairman of Council and carried unanimously.

#### 063. INVENTORY OF ASSETS AND INSURANCE COVER.

The Parish Council **noted** the Asset Register for 31 March 2022.

The Clerk updated the meeting on the insurance situation as follows:

- (a) The renewal quotation for the year from 1<sup>st</sup> August 2022, and supporting documentation, was received on Wednesday 29<sup>th</sup> June – this indicated a change of Insurer from AXA to Hiscox and an increase in the annual premium to £1,561.73 (23%);

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- (b) The supporting documentation numbered 110 pages and some of it was not relevant;
- (c) Having spent some time on the documentation, the Clerk emailed the Insurance Brokers (Gallagher) on 2<sup>nd</sup> July requesting their expert advice on:
  - i. What significant changes, if any, there were to the major areas of risk - property, personal accident, public and employer's liability.
  - ii. Whether the significant increase in the annual premium was reasonable and whether this quote provided value for money for the Parish Council, given the present market conditions.
- (d) There was a prompt response from Gallagher which confirmed that the cover for major risks is the same, that the cover for legal costs is lower, but still amounts to £100,000, and that two major insurers, AXA and EIG have withdrawn from the market. They advised that the quote was competitive within a very limited market and given the difficult financial situation.

After discussion, the Parish Council **authorised** the Clerk **to agree** the insurance proposal recommended by Gallagher Insurance Brokers Ltd. for one year and **to pay** the annual premium of £1,561.73.

063. TO RECEIVE DETAILS OF PLANNING APPLICATIONS AND DECISIONS

1. Planning Application received – the following were considered and the subject of recommendations to Shropshire Council.

22/02472/FUL Proposed driveway and parking provision for the static caravan previously approved under planning permission 20/04318/FUL, Royal Oak, Alveley, WV15 6LL.

Some Councillors indicated support for this proposal as necessary on health and safety grounds but others considered the development excessive, given the existence of an existing disused driveway. After a vote, it was **decided** to oppose the application on the grounds that it was inappropriate within the Green Belt, but to indicate that the Parish Council would support a refurbishment of the existing driveway.

22/02649/FUL Formation of access track and car park for use by Angling Club, Land at Hampton Loade, Bridgnorth, Shropshire.

There was total opposition to this proposal, and it was unanimously **agreed** to oppose the application as unnecessary and inappropriate within the Green Belt. Members were especially concerned about highway problems in Alveley and along the lane to the Buttercross, which is very popular with residents for walking, cycling and horse-riding. It was also considered that the new access road would add to the risk of irresponsible off-roading.

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2. Planning Applications received since the Agenda closed - the following were considered and the subject of recommendations to Shropshire Council:

22/02472/FUL Erection of a side-extension and porch, 2 Daddlebrook Road, Alveley.

After discussion, it was **unanimously agreed** to register no objection to this application.

22/02801/FUL Erection of rear extension, Applecross Lodge, Alveley, WV15 6NB.

After discussion it was **agreed unanimously** to support this application.

22/02881/FUL Erection of single-storey side extension with suitable facilities for disabled purposes, Bugs Hollow, 160 Kings Nordley.

After discussion, it was **unanimously agreed** to register no objection to this application.

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

22/01383/FUL Erection of part two storey part first floor extension to side elevation, elevational alterations and change of use to private residential use, Tuscano, Broad Oak, Six Ashes, Bridgnorth, WV15 6EQ.

Parish Council recommendation: Approve, Decision: Grant Permission

22/00542/FUL Application under Section 73a of the Town and Country Planning Act for the (part) retrospective erection of agricultural storage building, Hartsgreen Farm, Romsley, Shropshire, WV15 6HS.

Parish Council recommendation: Refuse Decision: Grant Permission

22/02111/FUL Removal of an existing conservatory and replacement with side extension, High Barns Cottage, Six Ashes, WV15 6EP.

Parish Council recommendation: Approve Decision: Grant Permission

22/02134/VAR Variation of condition no 4 (proposed site layout) attached to planning permission 20/02669/FUL to change the proposed position of the dayroom, Caravan on land at Fenn Green, Alveley.

Parish Council recommendation: No objection Decision: Grant Permission

4. Planning Decisions received from Shropshire Council since the Agenda closed - none
5. Other planning matters for information only – none:



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064. FINANCIAL REPORT

1. Bank Reconciliation at 28<sup>th</sup> June 2022 – was **noted**.
2. Examination of Accounts to June 2022  
Councillors Mrs. Brown and Mrs. Potter **reported** that they had examined a sample of invoices for the period April to June 2022 and had found no discrepancies or irregularities.
3. Vouchers/Invoices for Approval and Cheques for Signature  
The Parish Council **approved** the schedule of vouchers and **instructed** Councillors Narburgh and Mrs. Potter to initial the vouchers and sign the cheques to be paid.

On the recommendation of Cllr. Mrs. Potter which was seconded by the Vice-chairman, the Parish Council **agreed** to waive Financial Regulation 6.6 so that invoices could be approved and cheques signed by two Councillors before the next Parish Council meeting.

065. ITEMS FOR FUTURE MEETINGS

Dark Lane BOAT

Review of Standing Orders

Climate emergency

Christmas Tree and Lights

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

066. TO CONFIRM THE DATES OF FUTURE MEETINGS

The next monthly meeting of the Parish Council will be on Tuesday 6<sup>th</sup> September 2022 in the Pavilion, Daddlebrook Road, Alveley, commencing at 7.45pm preceded by an Open Forum.

The meeting closed at 8.50pm

The Chairman thanked everyone for their attendance

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Minutes of the Extraordinary Meeting of the Parish Council held on Tuesday 26<sup>th</sup> July 2022 in the Pavilion, Daddlebrook Road, Alveley, commencing at 7.30pm

067. PRESENT

Cllr. Ms. P. M. Barker, Cllr. Mrs. C. M. Brown, Cllr. Mr. R. G. Dowson, Cllr. Miss I. D. Jakeman, Cllr. Mr. M. L. Love, Cllr. Mr. R. J. Narburgh, Cllr. Mrs. S. L. Potter and Cllr. Mr P. W. Whale.

068. IN ATTENDANCE

Mr. D. H. Rawlinson (Clerk).

069. STATEMENT BY CHAIRMAN OF COUNCIL

The Chairman advised that she had convened an extraordinary meeting under Standing Order 6.a to deal with an urgent and important issue regarding the appointment of a new Parish Clerk. She was grateful that Councillors had been able to attend.

070. APOLOGIES FOR ABSENCE

It was **resolved** to accept apologies for absence from Cllr. Mr. M. A. Haddon (work) and Cllr. Ms. V. N. Voysey (work).

071. DECLARATIONS OF PECUNIARY/PREJUDICIAL INTEREST

None were declared.

072. EXCLUSION OF PRESS AND PUBLIC - the following resolution, proposed by the Chairman and seconded by the Vice-chairman, was carried unanimously:

That the press and public are excluded from the meeting under s. 2 of the Public Bodies (Admission to Meetings) Act by virtue of the business to be transacted; that is, it concerns the recruitment/employment of staff.

073. MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON TUESDAY 30<sup>TH</sup> JUNE 2022 – these were received.

074. APPOINTMENT OF PARISH CLERK – report by Staffing Committee.

1. The Chairman of the Staffing Committee introduced the report and, after discussion, she proposed that the recommendations at paragraph 2.2 of the report be approved. This was seconded by Councillor Whale and carried unanimously. This confirmed the appointment of Ms. Chloe Martin as Parish Clerk and Proper Officer designate from 1<sup>st</sup> August 2022.
2. The report also included a proposal to provide a grant of £300 to enable the existing Parish Clerk to purchase a new lap top to support his future role as Responsible Financial Officer. Councillor Mrs. Potter moved that this proposal

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be approved. This was seconded by the Chairman of Council and carried unanimously.

074. PARISH CLERK – ADDITIONAL HOURS.

The Chairman of the Staffing Committee reported that the Clerk had worked more than 28 additional hours during May and June over his contractual commitment of 140 hours, and sought confirmation of her decision to award £293.25 of additional pay for this period. This was agreed unanimously.

075. TO CONFIRM THE DATE OF THE NEXT MEETING

The next monthly meeting of the Parish Council will be on Tuesday 6<sup>th</sup> September 2022 in the Pavilion, Daddlebrook Road, Alveley, commencing at 7.45pm preceded by an Open Forum.

The meeting closed at 7.55pm

The Chairman thanked everyone for their attendance

# PARISH COUNCIL 6<sup>TH</sup> SEPTEMBER 2022

## Agenda item 8



### West Mercia Police Community Charter

#### Parish Contact Contract

☐ INITIAL CONTRACT

☒ RENEWED CONTRACT

<b>Parish Council:</b>			
<b>Contract Date:</b> 06/04/2021		<b>3 Month Review Date:</b> 31/07/2022	
<b>Council Chair</b>	Cllr. Ms. Pam Barker	<b>Tel:</b> 01746 781357	<b>Email:</b> florence.zebedee5@gmail.com
<b>Council Clerk</b>	David Rawlinson	<b>Tel:</b> 07972040818	<b>Email:</b> clerk@alveleyandromsley pc.org.uk
<b>PC / PCSO</b> PC LIGHTFOOT, PCSO DUNN- BROWN, PCSO LEEK, PCSO OAKLEY		<b>Tel:</b>	<b>Email:</b> <a href="mailto:bridgnorth.snt@westmercia.police.uk">bridgnorth.snt@westmercia.police.uk</a>
<b>Top 3 community issues</b>			
<b>1</b>	<b>2</b>	<b>3</b>	
<b>Off Roding</b>	<b>Speeding</b>	<b>Anti-Social Behaviour</b> (especially fly-tipping and littering)	
<b>Other Comments</b>	<p>Damage to BOATs as a result of off-roading and the danger this causes to residents out walking or cycling, has been a source of complaints from residents over the last twelve months, and has been reported both to West Mercia Police and Shropshire Council. Recent problems on Dark Lane and in the Kings Nordley areas have been flagged up on social media.</p> <p>Recent complaints about speeding 40mph limits have referred to the top of the Village (Alveley, Ivy Place and Arley Lane) as well as the A442 and Daddlebrook Road.</p>		
<b>Agreed contact</b>	<b>Contact type</b> Email Meeting	<b>Contact Frequency</b> MONTHLY QUARTERLY	

Shropshire Policing Area  
Shrewsbury Police Station  
Monkmoor Road  
Shrewsbury  
SY2 5RW  
28<sup>th</sup> July 2022

Dear Clerk of Alveley and Romsley Parish Council

On 8<sup>th</sup> August we are relaunching our Local Policing Community Charter outlining our ongoing commitment to improving our local policing delivery and providing a service that communities both expect and deserve.

Our Local Policing Charter sets out our commitment to a truly community based and holistic policing approach. We want to deliver a consistent, high-quality service that we can be proud of and that not only keeps people safe, but makes them feel safe.

Public safety, crime prevention and protection of the vulnerable cannot be accomplished by the police alone. It takes effective partnership working and strong community relationships. It is only by the police, our partners and the public working together that we can build resilient and safe communities, and both reduce and prevent crime.

Following consultation with local communities, the Local Policing Charter which was launched in March 2021, covers six key areas for improved service delivery: visibility & accessibility, responding to communities, prevention, vulnerability, relationships and partnerships.

It outlines how we will ensure we provide a visible policing presence and how, using local engagement, social media and new digital channels, we will create further opportunities for dialogue so the public can raise concerns, provide feedback, be involved and help shape policing in their area. We will also use these channels, such as our new alert service, Neighbourhood Matters, to update communities as to our activities to keep people safe, and provide information and crime prevention advice.

The charter also sets out how we work with our partners and the public, to listen, understand and respond to community issues. It will focus on persistent problems and concerns to find long-term and sustainable solutions; prioritising the most vulnerable victims, problem locations and repeat offenders with the aim of preventing crime.



The relationships Safer Neighbourhood Teams have with local people and partners is crucial and we want our local communities to know who their local team is and how they can contact them.

Our local service provision is broader than just the Safer Neighbourhood Teams. It involves work right the way across the policing service from our emergency response patrols, to our investigative and safeguarding teams, intelligence, operations and communications departments.

There is already regular evidence of phenomenal work with officers and staff displaying a truly collective effort to protect people from harm and enhance the quality of life of our communities. But there is always more we can do and the police cannot be wholly effective in isolation, strong community relationships and Partnership working are vital.

West Mercia Police is seeking your support with delivery of the Local Policing Community Charter through our collaborative working. I invite you to read the Charter and consider where your agency can help with delivery of the objectives.

An important part of the Charter centres on communities' accessibility to services and information they need. "Neighbourhood Matters" (an on-line web based tool) allows officers and staff across all disciplines and teams from West Mercia Police to send and receive messages to the public via email, text and voice message. It's a vital tool for our force, helping us to strengthen relationships with our local communities and fulfil the policing promises set out in the Charter.

We have nearly 20,000 people signed up with us via the dedicated website **Neighbourhoodmatters.co.uk**. This means we can target specific geographical areas and user groups, sending out alerts about incidents and crime trends as well as issuing crime prevention advice.

We would like to secure your support with raising broad awareness of this tool to enable more people sign up to the system. West Mercia Police can then share our messages even further and receive valuable feedback from the public. In the past we have acted on public replies to provide reassurance, increase confidence and prevent further crime.

We'd really like to hear from you so why not ask your family, friends and colleagues to register too? Sign up now here <https://neighbourhoodmatters.co.uk>

Over the next few months we will regularly be asking for feedback to ensure the Charter is working for all and updating you on what we have been doing as part of our local policing activities. You can follow our updates via the local press and our social media channels using #PolicingPromise."

Thank you for your time and support

Yours sincerely

Superintendent Stuart Bill  
Local Policing Commander  
Shropshire

ALVELEY AND ROMSLEY PARISH COUNCIL

**GRANT APPLICATION FORM**

(Please write in black as this form has to be copied)

NAME OF INDIVIDUAL/GROUP/ORGANISATION

**Parish Paths Partnerships (P3) and Alveley Strollers and Striders Walking Group**

HEADQUARTERS/MEETING PLACE

**Nominal meeting place: 12 Bridge Road, Alveley POST CODE WV15 6JP**

WEBSITE ADDRESS (IF APPLICABLE) \_\_\_\_\_

EMAIL ADDRESS (IF APPLICABLE) \_\_\_\_\_

**DETAILS OF GRANT**

Please explain the purpose of the grant and how it will be spent. If the grant is to be used to fund part or all of a project or programme, please attach the project brief, specification or outline.

**The grant will enable members of the Alveley and District P3 group to help maintain the footpaths, bridleways and byways in Alveley and Romsley Parish. We need powered equipment to cut back vegetation to keep them open and passable. We have sourced battery powered equipment from ToolStation, Bridgnorth which is environmentally friendly, as well as lightweight (and competitively priced). We have a group of ten volunteers, six of whom have undertaken the county's course in using brushcutters safely.**

**The provision of the necessary equipment will enable this group of volunteers to keep the footpaths, bridleways and byways in a useable state for many years to come.**

**We propose the purchase of 2 Einhell brushcutters @ £140 each, 1 Einhell hedgetrimmer @£119, 3 Einhell battery and charger kits @ £60 each, and 3 Honeywell face shields @ £31 each.**

Total Cost of Project **£ 672**

Amount requested from Parish Council **£ 672**

Name on bank account to which grant should be paid

**Alveley Strollers and Striders Walking Group**

**Sort code: 30-96-26 Account number: 70808060**

The expected number of people living in Alveley and Romsley (including Tuckhill & Six Ashes) who will benefit from the grant

(please tick)

Aged Under 18	Less than 10 _____	10 – 50 _____	Over 50 _____
Aged 18-64	Less than 10 <b>yes</b>	10 – 50 _____	Over 50 _____
Aged 65 or over	Less than 10 _____	10 – 50 <b>yes</b>	Over 50 _____

If other individuals or groups will benefit from the grant, please give brief details

**The paths are used on a daily basis by residents walking for the benefit of their health, and also by a large number of dog walkers. The bridleways are also used daily by horse riders and cyclists.**

What is the nature and likely duration of the benefit

**Maintaining and improving the health and wellbeing of residents of Alveley and Romsley**

and the date by which the grant will be fully spent **on receipt**

CONTACT PERSON AND PERSON TO RECEIVE GRANT CHEQUE (if different from above)

**Andrew Crabtree**

ADDRESS **12 Bridge Road, Alveley, Bridgnorth, Shropshire** POST CODE **WV15 6JP**

TEL. NO. **01746 780478** EMAIL **andrewcrabtree@btinternet.com**

PLEASE SEND YOUR COMPLETED GRANT APPLICATION TO:

David Rawlinson Clerk to Alveley & Romsley Parish Council, 43 Church View Gardens, Kinver,  
Stourbridge, West Midlands, DY7 6EE Tel. 07972040818

This form may be emailed with an email (or electronic) signature to:

[clerk@alveleyandromsleypc.org.uk](mailto:clerk@alveleyandromsleypc.org.uk)

THE PARISH COUNCIL MEETS MONTHLY SO PLEASE ALLOW AT LEAST 5 WEEKS FOR YOUR APPLICATION TO BE DEALT WITH.

PLEASE READ THE POLICY STATEMENT ON PAGE 1 AND THE TERMS AND CONDITIONS OF GRANT SUPPORT BEFORE COMPLETING YOUR APPLICATION.



**TERMS AND CONDITIONS OF GRANT SUPPORT**

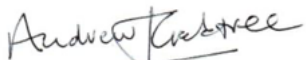
1. Grants will not be made to individuals but only to organisations/groups that benefit or support residents of Alveley and Romsley (including Tuckhill and Six Ashes).
2. Grants will not be paid to a named individual, but only by cheque to a named organisation which must hold a bank account in its own name.
3. Groups receiving grants must acknowledge that the grant was given by Alveley and Romsley Parish Council in any publicity or report, including press release, newsletter, annual report or balance sheet.
4. Any group receiving a grant should notify the Clerk to the Parish Council once a grant has been fully spent, or if any grant remains unspent beyond the date specified above \*.
5. Grants may only be used for the purpose for which they were given.
6. Normally the Parish Council will not award a grant for any project that has started or for any equipment already purchased.
7. It is the responsibility of the applicant to ensure that any equipment or activity supported by Parish Council funding complies at all times and in full with current health and safety regulations and is fully insured against accident or injury to users or third parties.
8. If any grant or part of a grant is not spent it must be returned to the Parish Council.
9. The Parish Council reserves the right to inspect receipts or other supporting vouchers for items purchased or work carried out using grant monies.
10. The Parish Council may require a short report of how the grant is supporting or has benefited people who live in Alveley and Romsley. This may be in the form of a presentation at the Open Forum at a Parish Council meeting.
11. The Parish Council reserves the right to require any grant to be repaid in whole or part should the Terms and Conditions of Grant Support not be met.
12. The Parish Council may attach additional terms and conditions to any grant.

**DECLARATION**

I, (name) **Andrew Crabtree** apply for grant support on behalf of

**Parish Paths Partnerships and Alveley Strollers and Striders Walking Group**

and accept the Terms and Conditions set out on Page 2, 3 and 4

Signed  Date **26<sup>th</sup> August 2022**

Position in Group **P3: Volunteer, Strollers and Striders: Chairman**

**Town and Country Planning Act 1990**  
**Shropshire Council (Land east of Severn Valley Country Park, Alveley) TPO 2022**

**The Shropshire Council, in exercise of the powers conferred on them by section 198 of the Town and Country Planning Act 1990 make the following Order—**

**Citation**

1. This Order may be cited as the Shropshire Council (Land east of Severn Valley Country Park, Alveley) TPO 2022.

**Interpretation**

2. (1) In this Order “the authority” means the Shropshire Council
- (2) In this Order any reference to a numbered section is a reference to the section so numbered in the Town and Country Planning Act 1990 and any reference to a numbered regulation is a reference to the regulation so numbered in the Town and Country Planning (Tree Preservation) (England) Regulations 2012.

**Effect**

3. (1) Subject to article 4, this Order takes effect provisionally on the date on which it is made

(2) Without prejudice to subsection (7) of section 198 (power to make tree preservation orders) or subsection (1) of section 200 (tree preservation orders: Forestry Commissioners), and subject to the exceptions in regulation 14, no person shall

(a) cut down, top, lop, uproot, wilfully damage or wilfully destroy; or

(b) cause or permit the cutting down, topping, lopping, uprooting, wilful damage or willful destruction of,

any tree specified in the Schedule to this Order except with the written consent of the authority in accordance with regulations 16 and 17, or of the Secretary of State in accordance with regulation 23, and, where such consent is given subject to conditions, in accordance with those conditions.

**Application to trees to be planted pursuant to a condition**

4. In relation to any tree identified in the first column of the Schedule by the letter “C”, being a tree to be planted pursuant to a condition imposed under paragraph (a) of section 197 (planning permission to include appropriate provision for preservation and planting of trees), this Order takes effect as from the time when the tree is planted.



## **SCHEDULE 1**

### **SPECIFICATION OF TREES**

***TREES SPECIFIED INDIVIDUALLY***  
**(NONE)**

***TREES SPECIFIED BY REFERENCE TO AN AREA***  
**(NONE)**

***GROUPS OF TREES***  
**(NONE)**

### **WOODLANDS**

<b>Map ref</b>	<b>Description;</b>	<b>Situation</b>
W1	Mixed	All trees of whatever species located within the field and its boundary hedgerows alongside Chapel Lane at grid ref Easting:37578, Northing:28379.



**Town and Country Planning Act 1990  
Shropshire Council (Land at Arnside, Alveley) TPO 2022**

**The Shropshire Council, in exercise of the powers conferred on them by section 198 of the Town and Country Planning Act 1990 make the following Order—**

**Citation**

1. This Order may be cited as the Shropshire Council (Land at Arnside, Alveley) TPO 2022.

**Interpretation**

2. (1) In this Order “the authority” means the Shropshire Council
- (2) In this Order any reference to a numbered section is a reference to the section so numbered in the Town and Country Planning Act 1990 and any reference to a numbered regulation is a reference to the regulation so numbered in the Town and Country Planning (Tree Preservation) (England) Regulations 2012.

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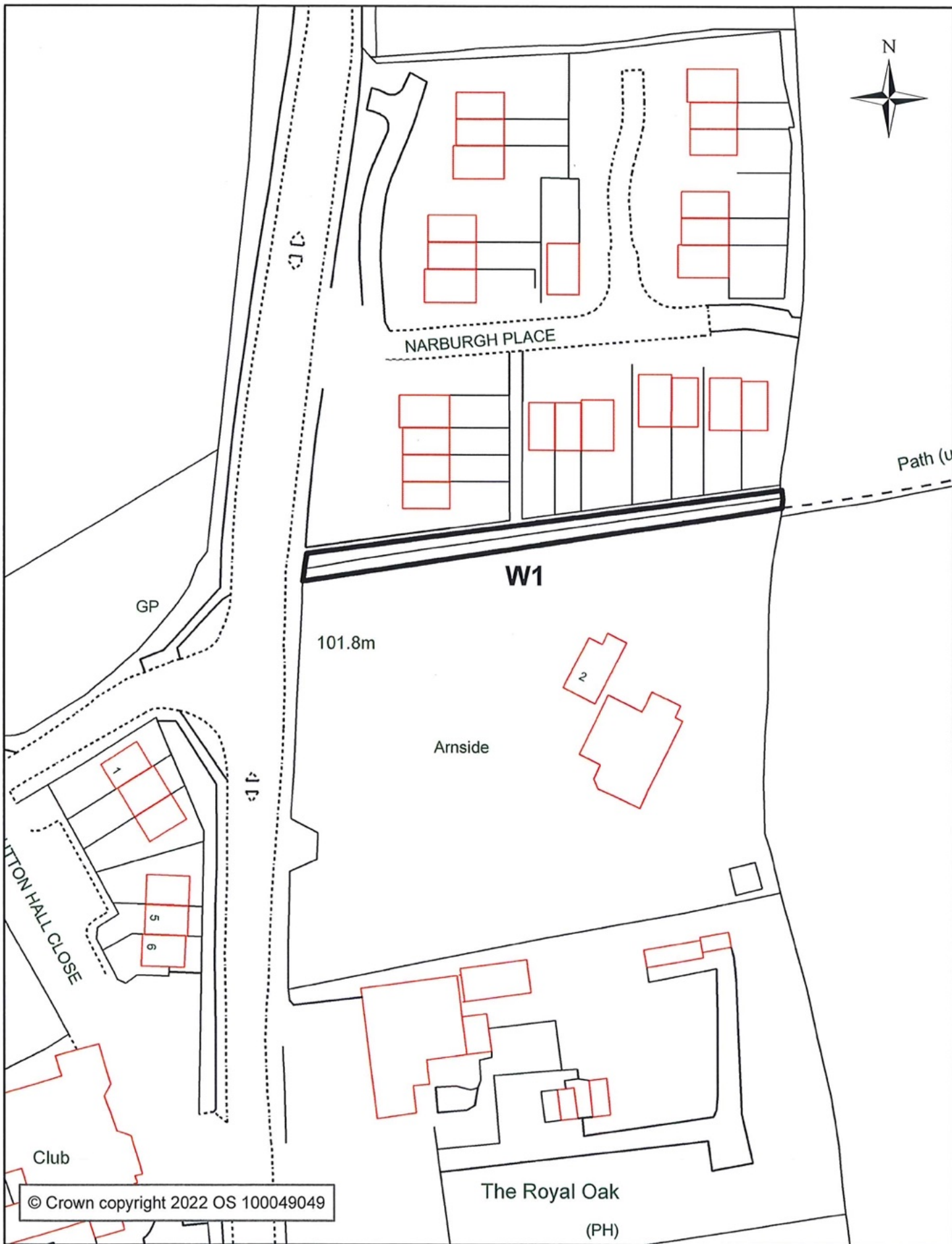
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(b) cause or permit the cutting down, topping, lopping, uprooting, wilful damage or willful destruction of,

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## **SCHEDULE 1**

### **SPECIFICATION OF TREES**

***TREES SPECIFIED INDIVIDUALLY***  
**(NONE)**

***TREES SPECIFIED BY REFERENCE TO AN AREA***  
**(NONE)**

***GROUPS OF TREES***  
**(NONE)**

***WOODLANDS***  
**(within a continuous black line on the map)**

<b>Map ref</b>	<b>Description;</b>	<b>Situation</b>
W1	Mixed	All trees of whatever species located along the northern boundary of the property known as Arnside centred at grid ref Easting:37679, Northing:28486.

ALVELEY AND ROMSLEY PARISH COUNCIL  
REPORT BY CLERK OF COUNCIL

**PARISH COUNCIL 6<sup>TH</sup> SEPTEMBER 2022**

**Agenda item 11**

**1. Purposes**

To deal with the following matters:

- (a) Bank reconciliation at 27<sup>th</sup> August 2022;
- (b) Local Government Pay Claim 2022/23;
- (c) Budget monitoring 2022/23;
- (d) Banking arrangements;
- (e) Internal audit;
- (f) External Audit;
- (g) Vouchers for approval and cheque for signature.

**2. Bank Reconciliation at 27<sup>th</sup> August 2022**

Balances as at 27.08.22 -

<b>Bank</b>	£
Business Current Account	77,066.35
CCLA Public Sector Deposit Account	<u>85,000.00</u>
	162,066.35

Less unpresented cheques - None

162,066.35

<b>Cash Book</b>		£
Opening balances as at	01/04/2022	109,566.42
Add receipts to	27/08/2022	74,257.12
Less payments to	27/08/2022	<u>-21,757.19</u>
		<u>162,066.35</u>

- 2.1 The Parish Council is **requested** to note this information.

**3. Local Government Pay Claim 2022/23**

- 3.1 The National Employers have offered the following package to the Trade Unions to take effect from 1<sup>st</sup> April 2022:

- An increase of £1,925 on all NJC pay points;
- An increase of 4.04% on all allowances;
- An increase of one day to all employees' leave entitlement.

Members should note that an increase of £1,925 in annual full-time pay is equivalent to an increase in the hourly rate from £10.63 to £11.63 at SCP7



ALVELEY AND ROMSLEY PARISH COUNCIL  
REPORT BY CLERK OF COUNCIL

and from £11.73 to £12.73 at SCP12. An increase of 4.04% in the rate per mile for car use would mean an increase from 45p to 46.8p.

- 3.2 It remains to be seen whether this offer is agreed but it is highly unlikely that the final award will be less generous than this, so the Clerk proposes to make provision for this increase in the Budget Plan for 2022/23.
- 3.3 The Parish Council is **requested** to note this information.

4. **Budget Monitoring**

- 4.1 A budget monitoring statement is attached covering the period till 31<sup>st</sup> July 2022 (one third of the financial year). Members will note that overall spending is just over 30% which is in line with expectation, and the key budget of Staffing is also on target. Some individual budgets are already fully committed e.g. Insurance, Subscriptions, Footpaths, Elections, but there is limited or no spending against other budget heads. Significant expenditure has been incurred in appointing a new Parish Clerk, and there is currently no budget provision for this.
- 4.2 Members are requested to note the following specific issues:

- (a) After the appointment of a new Parish Clerk and the approval of temporary arrangements to deal with the handover (minute 074.1 of 26<sup>th</sup> July 2022 refers), the Clerk has recalculated the Staffing budget. The new estimated budget requirement for 2022/23 is as follows:

	£
Approved budget	9,830
Clerk's addn. hours	340
Appt. of new Clerk	1,380
Possible pay award	<u>1,000</u>
	<u>12,550</u>

Additional budget requirement £2,720.

- (b) Recruitment – appointment of new Parish Clerk:

	£
Spending to 31 <sup>st</sup> July	759
Additional spending to be approved	<u>361</u>
Total additional spending	<u>1,120</u>

- (c) Insurance:

	£
Approved budget	1,280
Insurance premium for 22/23	<u>1,562</u>
Additional budget requirement	<u>282</u>

ALVELEY AND ROMSLEY PARISH COUNCIL  
REPORT BY CLERK OF COUNCIL

(d) Platinum Jubilee:

	£
Approved budget	5,000
Spending to date	2,964
Possible expenditure on	
Tree planting	<u>1,000</u>
Budget not committed	<u>1,036</u>

(e) Noticeboards:

	£
Expenditure on refurbishment	471 (no approved budget)

The Parish Council is therefore **requested** to **approve** the following budget virements:

- (i) £2,720 from the Provision for inflation/contingency to the Staffing budget;
- (ii) £282 from the Provision for inflation/contingency to the Insurance budget;
- (iii) £470 from the Platinum Jubilee budget to Environment (noticeboards);
- (iv) £565 from the Platinum Jubilee budget to Office Expenses (recruitment);
- (v) £555 from the budget for Newsletters to Office Expenses (recruitment).

If approved, these virements will be reflected in the next budget monitoring report in November.

## 5. **Banking Arrangements**

5.1 The Parish Council has reviewed its banking arrangements a number of times over the past year or so. The current position is:

- (a) Existing banking arrangements are with HSBC, but HSBC introduced new charges for their banking services from 1<sup>st</sup> November 2021. From then, there has been a monthly fee of £8 and a charge of £1 for every cheque raised. The cost of banking since then has been £132 over 9 months.
- (b) In November 2021 the Parish Council authorised the Clerk to open a Community Current Account with Metro Bank to replace its Business Bank Account with HSBC. This decision was in the context that two major banks, Barclays and Lloyds, were not accepting new applications, and that Metro Bank were offering free banking. However, as part of the application/switch process, the Key Officials (Chairman/Clerk) and authorised cheque signatories were required to attend the Merry Hill branch of Metro Bank with proof of identity, and this was problematic for some Councillors because of COVID (Minute 088.4 of 2<sup>nd</sup> November 2021 refers).
- (c) There were further reviews in March and May of this calendar year when the consensus was to defer action pending the appointment of a new Parish Clerk.

ALVELEY AND ROMSLEY PARISH COUNCIL  
REPORT BY CLERK OF COUNCIL

- (d) Lloyds Bank are now accepting applications to open new business accounts. They offer free banking for the first twelve months followed by a monthly charge of £7 plus £0.85 per cheque.
- (e) The Clerk considers that the level of service provided by HSBC has become unsatisfactory in a number of respects. For example, the Clerk has attempted on three occasions to update the Banking mandate and to increase the number of authorised cheque signatories. On each occasion he has followed telephone or written advice from HSBC on the correct procedure and documentation. However, the outcome has been a lengthy delay (at least 2 months) followed by feedback that the wrong form has been used.

5.2 The Clerk suggests that the Parish Council should consider three options at this time, as follows:

- (a) Take no action;
- (b) Renew the application to Metro Bank;
- (c) Apply to transfer the account to Lloyds Bank.

The Parish Council is **requested** to consider the above options.

6. **Internal Audit 2022/23**

6.1 The Council's Internal Auditor, Mrs. Sue Hackett, carried out this role for more than ten years, but she has now left the area and is no longer available. The Parish Council therefore instructed the Parish Clerk to seek expressions of interest from individuals or organisations able to take on the internal audit of the Parish Council, and to bring a further report to a future meeting (minute 041.3 of 14<sup>th</sup> June refers).

6.2 Subsequently, the Clerk has received two formal quotations, which are attached. These are from:

- IAC Audit and Consultancy Ltd.
- JDH Business Services Ltd.

The Parish Council is **requested** to consider these quotations and to appoint one of these firms as Internal Auditor for 2022//23.

7. **External Audit**

7.1 The responsibility for procuring the external audit of smaller councils lies with Smaller Authorities Audit Appointments Ltd. This is a statutory body governed by regulation. The system operates on 5-year appointing periods and the current period ends in March 2027. Local councils have the right to opt out of the national arrangements at the start of a new appointing period, but none have done so in the recent past. The procedure for a local council to appoint its own external auditor is complex and time consuming. The Parish Council

ALVELEY AND ROMSLEY PARISH COUNCIL  
REPORT BY CLERK OF COUNCIL

is **requested** to confirm its intention to remain part of the national arrangements.

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

- 8.1 A schedule of vouchers/invoices is attached. Some of the invoices have already been paid in accordance with minute 064.3 of 5<sup>th</sup> July 2022. Members will also note that authorisation is required for two salary payments to be made by cheque, and that the payment to Alveley Strollers and Striders is subject to a decision at agenda item 9.

8.2 **Recommendation:**

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

BUDGET MONITORING 2022 - 23			
	2022/23		
BUDGET ITEM	Approved	To 31st July 2022	%
<b>STAFFING</b>			
Salary	9,700	3,284	
Salary increase	0		
Employer NI	130	38	
	9,830	3,322	33.8%
<b>TRAVEL</b>			
Councillors	100		
Clerk	150	77	
	250	77	30.7%
<b>OFFICE EXPENSES</b>			
Website	75		
Paper/envelopes	50		
Printer cartridges	100	67	
Stamps	75		
Misc. exc recruitment	800	295	
Recruitment		759	
Office rent	216		
	1,316	1,121	85.2%
<b>OFFICE EQUIPMENT</b>	200	52	26.0%
<b>AUDIT</b>			
Internal	270	270	
External	300		
	570	270	47.5%
<b>INSURANCE</b>			
	1,280	1,562	122.0%
<b>TRAINING</b>			
Councillors	1,500	120	
CiLCA	0		
Other Clerk training	500		
Conferences	0		
	2,000	120	6.0%
<b>SUBSCRIPTIONS</b>			
Shropshire Assoc. Local Councils	940	959	
Society of Local Council Clerks	144	144	
CPRE	36		
	1,120	1,103	98.5%
<b>NEIGHBOURHOOD FUND</b>			
	0		
<b>GRANTS, DONATIONS &amp; INITIATIVES</b>			
Severn Valley Country Park	1,500		
Non S137 Grants	500	110	
Climate Emergency	2,500		
Platinum Jubilee	5,000	2,964	
Christmas Tree Lights	1,700		
Section 137 Grants	250		
	11,450	3,074	26.8%
<b>OTHER SECTION 137</b>			
The Pound	120		

BUDGET MONITORING 2022 - 23			
	2022/23		
BUDGET ITEM	Approved	To 31st July 2022	%
Jubilee Bank	340		
	460	0	
<b>CLOCK MAINTENANCE</b>			
	0	0	
<b>CHURCHYARD MAINTENANCE</b>			
Tree inspection	500		
Tree work/planting	1,000	3,165	
Grass cutting etc	1,700	780	
Paths/walls/gateways etc	5,000		
Mole control	50		
	8,250	3,945	47.8%
<b>PLAY AREA MAINTENANCE</b>			
Grass cutting etc	2,900	587	
Annual inspection	70		
Fortnightly inspection	600		
Sand for sandpit	500		
Repairs	1,500		
	5,570	587	10.5%
<b>PLAY AREA EQUIPMENT</b>			
	0		
<b>FOOTPATHS</b>			
	1,500	1,512	100.8%
<b>STREET LIGHTING CAPITAL</b>			
Replacement columns and LEDs	6,000	0	0.0%
<b>STREET LIGHTING REVENUE BUDGET</b>			
Electricity	3,360	832	
Six yearly inspection	0		
Repairs and maintenance	2,500	853	
	5,860	1,685	28.8%
<b>ENVIRONMENT AND HIGHWAYS</b>			
Highway verges	330	30	
Noticeboards		471	
Other verges	150		
	480	501	104.4%
<b>DEVELOPMENT FUND</b>	2,000	0	
<b>NEIGHBOURHOOD PLAN</b>			
	0	0	
<b>ELECTIONS</b>			
Parish Council 2021	200	200	100.0%
<b>NEWSLETTERS</b>	750	0	
<b>PROVISION FOR INFLATION/</b>			
<b>CONTINGENCY</b>	4,000	0	
<b>TOTAL</b>	63,086	19,132	30.3%
<b>VAT TO BE RECLAIMED</b>	2,000	1,949	97.5%
<b>TOTAL INC VAT TO BE RECLAIMED</b>	65,086	21,082	32.4%



The Clerk  
Alveley and Romsley Parish Council  
43 Church View Gardens  
Kinver  
Stourbridge  
DY7 6EE

26-Jul-22

### **Quotation for Internal Audit Services**

Many thanks for your request for a fee quotation regarding the provision of internal audit services to your council.

Based on the size and activities of your council, our fee would be £395.00 plus VAT per annum inclusive of all travel and out of pocket expenses. We estimate a requirement for 1 audit day per year on site at the Council's offices. This will take place after the financial year-end. Fees quoted include attendance at your premises and all out of pocket expenses. Should the Council decide to appoint us for a minimum period of 3 years we will offer a discount of 5% percent on the fee quoted above.

If additional work is identified or should there be a requirement for additional audit time, for example due to work associated with significant adverse audit findings or additional reporting requirements, then these would be charged pro rata based on a daily rate of £395.00 plus VAT per day, or £295.00 for a half-day, again inclusive of all costs. Whenever possible we will endeavour to advise the council if there is the potential for additional time and costs and obtain the council's prior authorisation before undertaking additional work.

If the Council should find our quotation acceptable we will set out the full scope of our work and audit responsibilities in a formal Letter of Engagement that would be agreed prior to the commencement of work. We would also provide you with a schedule of the records that we will require to be made available at the time of our visit.

I hope that this quotation is sufficient for your purposes but should you require any further information please do not hesitate to contact me.

Yours sincerely

Kevin Rose ACMA  
Director

## **Pre-Qualification Statement**

### **Company name:**

IAC Audit and Consultancy Ltd (IAC)

### **Company background and experience:**

IAC have been providing internal audit services to town and parish councils for more than 5 years and now audit over 150 town and parish councils. The company is owned by the Audit Director Kevin Rose, a CIMA qualified accountant. Kevin has previously worked in both the public sector, as an Internal Auditor with Wiltshire County Council, and in the private sector where he has worked as a Finance Director as well as a member of various audit committees.

Kevin is supported by two experienced internal auditors (AAT qualified) and an office manager.

### **Primary Point of Contact**

Kevin Rose will be the primary point of contact for the Council

### **Potential Conflicts of Interest**

IAC does not provide any other services to Alveley and Romsley Parish Council that may constitute a conflict of interest.

There are no known personal relationships between IAC and Alveley and Romsley Parish Council officers or councillors that may provide a conflict of interest.

### **Client References**

Ludlow Town Council (Shropshire)	Northam Town Council (Devon)
Thatcham Town Council (Berkshire)	Hazlemere Parish Council (Buckinghamshire)
Dartmouth Town Council (Devon)	Great Linford Parish Council (Milton Keynes)
Church Crookham Parish Council (Hampshire)	Tring Town Council (Hertfordshire)
Carterton Town Council (Oxfordshire)	Peasedown St John Parish Council (Somerset)

Further references may be provided upon request.



## Audit methodology

The detailed requirements for the Internal Audit of Town and Parish councils are set out in 'The Practitioner's Guide' issued by JPAG.

### 1. Appointment

In accordance with the requirements of the Guide upon successful appointment the first stage is to put in place an Engagement Letter which sets out the basis of the appointment, the term of the appointment, and the fees and charges that will apply.

The form of this letter is standard for each client, with changes only being made to reflect the man day requirement and level of fees.

### 2. Audit Risk Assessment

In order for the audit work to be properly planned and resourced an initial Audit Risk Assessment is undertaken. This calculates a 'risk score' that may then be used to plan the audit work, typically over a three year period.

The Audit Risk Assessment is prepared by IAC for the Council, to assist it in determining what level of audit coverage is appropriate for the Council. It is the responsibility of the Council as a whole to ensure that it maintains an 'effective' level of internal audit. Where requested IAC may offer advice to the council to assist it in planning the level of audit coverage.

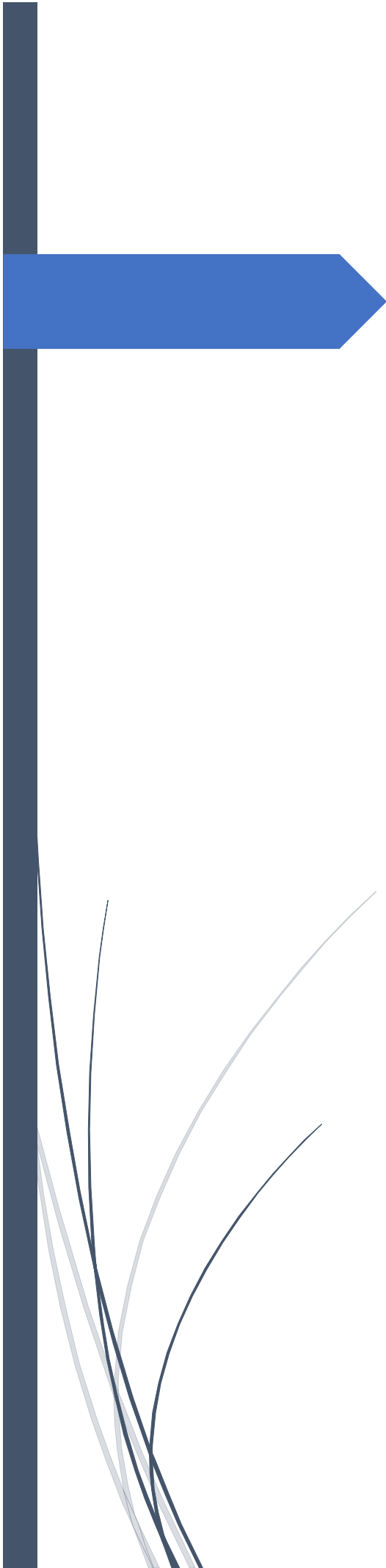
### 3. Planning

IAC will plan the audit work to be undertaken to ensure that work undertaken is sufficient to provide an adequate level of assurance on the area subject to review. This will include the preparation of necessary checklists, the selection of samples, the allocation of appropriately qualified resources, and the provision of adequate time to complete the work.

### 4. Reporting

The reports produced for the council should be both accurate and easy to understand. Where appropriate findings will be prioritised so that the council may clearly see those items which present a higher level of risk.

Where issues are identified that are of high potential impact, for example requiring a negative response to an item on the Annual Return, then a specific report may be written to the council setting out the matters identified and proposed remedial actions.



# Alveley and Romsey Parish Council

Internal Audit Services 2021/22

Quotation

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# JDH Business Services Ltd

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## About Us

We specialise in the provision of public sector internal audit services and have a substantial client scope in the Midlands, the North West and Wales. The economies of scale associated with a large portfolio of internal audits has resulted in competitive fees for a specialist service from highly skilled staff, all either ICAEW or CIPFA qualified. In addition, we deliver governance reviews, data protection compliance assessments, and forensic assignments.

We apply a thorough understanding of governance, risk and control to develop internal audit programmes appropriate to the size and scope of our clients. We have developed core internal audit skills through extensive experience of numerous examples of transaction systems. Results are reported to ensure we communicate with impact.

## Experience

We have provided internal audit services for local councils for over 20 years and have a substantial client scope of extending over 8 counties in England and Wales.

## Regulation

We are a Chartered Accountancy firm, established since 1999 and authorised by the Institute of Chartered Accountants in England and Wales (ICAEW) to provide audit services. We have met this Institutes' Practice Assurance scheme. We maintain Professional Indemnity insurance to meet the ICAEW requirements.

## Fees

The total fixed fees for one annual internal audit would be £350 + VAT inclusive of all disbursements. **This fee would be fixed at this level for three years if the council wished to enter a three year agreement.**

ALVELEY AND ROMSLEY PARISH COUNCIL  
6TH SEPTEMBER 2022

CHEQUE	PAYEE	NET	VAT	TOTAL	ITEM	COUNCIL POWER
<b>SCHEDULES OF PAYMENTS AND CHEQUES APPROVED AND SIGNED OUTSIDE THE MEETING</b>						
202359	Premier Grounds Maintenance	195.83	39.17	235.00	Recreation Ground maintenance June	L.G. (Misc. Prov) Act 1976 s.19
202360	Sharon Clayton	13.50		13.50	Expenses for interview on 7th July 2022	L.G.A. 1972 s. 112
202361	Gallagher Insurance Brokers Ltd.	1,561.73		1,561.73	Annual Insurance Renewal 2022	L.G.A. 1972 s. 111
		<u>1,771.06</u>	<u>39.17</u>	<u>1,810.23</u>		
S.O.	Payroll	656.90		656.90	July 2022 payroll	L.G.A. 1972 s. 112
202362	HMRC	173.70		173.70	PAYE and National Insurance	
D.D.	HSBC UK	15.00		15.00	Bank charges June 2022	L.G.A. 1972 s. 111
202363	DM Payroll Services	60.00		60.00	Payroll administration Apr -Sept 2022	L.G.A. 1972 s. 111
202364	Alveley Old Chapel	50.00		50.00	Room hire for interviews, 7th July 2022	L.G.A. 1972 s. 111
202365	Society of Local Council Clerks	144.00		144.00	Membership fee 2022/23	L.G.A. 1972 s. 143
202366	SALC	120.00		120.00	Councillor training June 2022	L.G.A. 1972 s.111
		<u>1,219.60</u>	<u>0.00</u>	<u>1,219.60</u>		

**SCHEDULES OF PAYMENTS AND CHEQUES STILL TO BE APPROVED**

S.O.	Payroll	656.90		656.90	August 2022 payroll	L.G.A. 1972 s. 112
202367	Clerk's Salary for add'n hours	234.65		234.65		L.G.A. 1972 s. 112
202368	HMRC	382.63		382.63	PAYE and National Insurance	
D.D.	HSBC UK	19.00		19.00	Bank charges July 2022	L.G.A. 1972 s. 111
202369	SALC	60.00		60.00	Councillor training July 2022	L.G.A. 1972 s. 111
202370	Steve Burton Groundcare	520.00		520.00	Grass cutting, Closed Ch'yd July/August	L.G. (Misc.Prov.) Act 1976 s.19
202371	Wombourne Computers	145.83	29.17	175.00	Lap top updates/licences	L.G.A. 1972 s. 111
202372	Payroll New Clerk	425.30		425.30	August 2022 payroll	L.G.A. 1972 s. 112
202373	Alveley Strollers and Striders	672.00		672.00	Grant for footpath clearing equipment	Localism Act 2011 s. 1
	Expenses -					
	Travel	53.44				
	Office expenses	455.59				
	Bus shelter cleaning	30.00				
202367	Clerk's expenses July/Aug 2022	539.03	26.30	565.33	Authorised expenses July/Aug 2022	L.G. (Finan. Prov) Act 1963 s 5
				<u>234.65</u>	Clerk's Salary for add'n hours	
				<u>799.98</u>	Cheque no 202367	
		<u>3,655.34</u>	<u>55.47</u>	<u>3,710.81</u>		

Signed

*D Rawlinson*

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

Chairman