

05/21

MUCH WENLOCK TOWN COUNCIL

Minutes of the
TOWN COUNCIL MEETING
held at Much Wenlock Primary School
at 7 pm on Thursday, 3rd June 2021

Present: Cllr. Michael Atherton, Cllr. David Fenwick, Cllr. Michael Grace, Cllr. Samuel Neal, Cllr. John O'Dowd, Cllr. Marcus Themans, Cllr. Daniel Thomas (in the chair), Cllr. Christopher Tyler, Cllr. Duncan White.

Town Clerk: Trudi Barrett

In attendance: Several members of the public.

1. Chairman's Welcome

The Chairman welcomed everyone to the meeting, extending special thanks to Much Wenlock Primary School and Headteacher, Carl Litchfield, for use of the premises.

He was pleased to see Much Wenlock opening up and hoped that the new signage and excellent promotional video would bring more people into the town. The Guildhall was again open to the public, including art exhibitions within the building, currently from Wenlock Artists.

The Mayor noted that, following a request from the Town Council, Shropshire Council had commissioned signage warning of the concealed entrance to the cemetery and allotments on Bridgnorth Road. In his role as Shropshire Councillor, the Mayor had also given this his support, to ensure its prioritisation.

Finally, the Mayor advised that free Covid lateral flow tests were available from Much Wenlock Library, for those who required them. Government advice was to conduct a test twice a week and he encouraged residents to make use of the test kits.

2. Apologies for Absence

It was RESOLVED to accept the following apologies: Councillors Wilfred Grainger and Robert Toft, who were on holiday.

3. Disclosure of pecuniary interests

Members were reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members' interests maintained by the monitoring officer.

Cllr Daniel Thomas declared a pecuniary interest in agenda items 9a and 9b as members of his family are local landowners.

4. Dispensations

None requested.

5. Shropshire Council Report

Shropshire Councillor Daniel Thomas gave a verbal report:

He was pleased to see the social distancing bollards outside the George and Dragon had been removed after a request from the Town Council and himself, as the local member, following an unfortunate incident the previous week, which had resulted in a member of the public going to hospital. The potential hazard had been removed, giving easier access to the High Street.

The Ironbridge Power Station applications, both for the housing units and the sand and gravel extraction, would be heard by the South Planning Committee on 15th June at Theatre Severn, where Councillor Thomas would speak as the neighbouring local member. The effect on Much Wenlock could be very serious and he would be keen to stress this at that meeting. He had requested that the Town Council also be given a slot to speak but it was unclear how many spaces there would be both for members of the public and organisations to speak.

Councillor Thomas was looking forward to his first meetings on the Housing Supervisory Board and the Health & Adult Social Care Overview & Scrutiny Committee, to improve services and housing provision locally.

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Finally, he was pleased to report that he had held a private meeting with the new Leader of Shropshire Council, Lezley Picton, to discuss a range of local issues, especially the Local Plan, and he was hopeful of seeing improvements where possible.

6. Public Session

Mr Paul Hanafin provided an update on the planning applications for Ironbridge Power Station. He noted that the previous Town Council had lodged transport based objections, and that the objections had again been put to Shropshire Council highways officers at the meeting held on 15th March to discuss concerns about the Gaskell corner. Since that meeting, nothing further had been heard from the Shropshire Council officers. Despite the developer's own analysis of the problems at the Gaskell corner, no appropriate improvements had been proposed.

The planning applications would be considered by Shropshire Council on 15th June and Mr Hanafin urged the Council to action:

1. For our Shropshire Councillor to demand a response from the officers who attended the meeting on 15th March
2. To delegate to the Transport Working Group the preparation a press statement outlining the Council's concerns and objections.
3. To meet the press and local residents to the Gaskell corner to demonstrate the reasons for the objections.
4. For the Mayor to write to all members of the Shropshire Council Planning Committee, providing a copy of the Town Council's objections and the impact of the development on the people and environment of Much Wenlock.
5. To organise a demonstration outside the Shropshire Council Planning Committee meeting and to get objectors into the committee room, making sure the press is aware.
6. For our Shropshire Councillor to make a strongly worded speech at the meeting.

As Shropshire Councillor, Cllr Thomas undertook to follow up a response from the Highways officers and to make sure that Shropshire Council officers had seen the Town Council objections.

Mr Hanafin advised that the developer had agreed, via a S106 agreement, to provide money to carry out an area wide transport study, which would show what the impact would be on Much Wenlock of developments at Buildwas, Tasley and others nearby. However, this would come after the decision had been taken on the Power Station development.

It was noted that the Town Council had no statutory power as an objector. It might be too late to have the application 'called in', for a public enquiry and for the Secretary of State to decide on the application. This would require help from the local MPs.

Mr Hanafin was thanked for his contribution, which would be considered further under agenda item 9b.

7. Minutes

- a. **It was PROPOSED, SECONDED and RESOLVED to approve and adopt the minutes of the extraordinary Town Council meeting held on 15th April 2021.**
- b. **It was PROPOSED, SECONDED and RESOLVED to approve and adopt the minutes of the Annual Town Council meeting held on 20th May 2021.**

8. Town Clerk's Report

Members **NOTED** the written report from the Town Clerk on outstanding matters and action taken since the last Council meeting. The Clerk reported that the internal audit had been carried out on 1st June and no concerns had been raised verbally.

Having declared a pecuniary interest in the following agenda items, Cllr Daniel Thomas left the meeting and Cllr Duncan White took the chair.

9. Shropshire Council Local Plan 2016 – 2038 and Much Wenlock Neighbourhood Development Plan

- a. Councillor Mike Grace provided an introduction to his report, which gave an overview of the Local Plan process and how this had been carried out in Shropshire, as well as the required connection with the Neighbourhood Development Plan. He considered that the Local Plan ignored elements of the Much Wenlock Neighbourhood Development Plan with regard to the scale and size of development. He noted that many of the new Councillors had stood on a platform of revisiting the Town Council's response to the Local Plan and reviewing the Neighbourhood Development Plan.

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Councillor Grace noted that once Shropshire Council had set an indicative target for development, the Neighbourhood Development Plan would have to be in broad conformity with this to meet development needs. The report did not propose discounting any development sites at this stage, but discussing these within the community.

Members queried the process and cost of a review of the Much Wenlock Neighbourhood Development Plan. It was noted that the Plan did not have to be reviewed but would become out of date if it was not reviewed. The Plan needed to be in conformity with the county Plan and with national guidance. A review would need to be undertaken by the qualifying body, the Town Council, following the process set out in legislation. It was noted that the average cost to create a Plan was £7 - £10,000. Grants were available for reviewing Neighbourhood Development Plans through 'Locality', with additional funding available for specific elements, so it might not cost the local taxpayer anything. While minor changes could be made in agreement with Shropshire Council, more significant changes would require a formal review. The current Plan had taken around 18 months to produce and the timescale for a review would depend on access to funding and the level of change required.

- b. Members considered the recommendations contained within the report. The Planning & Environment Committee had resolved to support the recommendations.

It was noted that the draft Local Plan would be considered at the Shropshire Council meeting scheduled for 8th July, when it would be put forward for approval for submission to the Planning Inspectorate. Prior to that, the draft Plan could be amended by Shropshire Council.

It was PROPOSED, SECONDED and unanimously RESOLVED to approve the recommendations contained in the report and additional recommendations, as follows:

1. **That the Town Council reconsiders its previous decisions to support Shropshire Council's proposals for Much Wenlock in the Draft Local Plan.**
2. **That the Town Council asks:**
 - a. **Shropshire Council to change the Draft Local Plan and remove the allocation of the proposed site MUW012VAR.**
 - b. **Shropshire Council to commit to providing an indicative housing target for the town (until 2038) in the Draft Local Plan that is submitted for Examination in Public.**
 - c. **Shropshire Council to agree that the best planning solutions for development in the town should be through a formal review of the Much Wenlock Neighbourhood Plan.**
 - d. **That Shropshire Council now meaningfully engages with the Town Council and its community to undertake the review of the Neighbourhood Plan.**
3. **That the Town Council agrees to the Town Clerk exploring the options for grants and funding for undertaking a review of the Neighbourhood Plan including delivery of development to meet local needs such as affordable housing.**
4. **To request a response to the Council's letter to Shropshire Council regarding the above within 10 working days and that a meeting be arranged to discuss the above as soon as possible.**
5. **To include in the letter the Council's concerns about the applications for Ironbridge Power Station and the impact on Much Wenlock.**

With regard to the applications for Ironbridge Power Station (a strategic site in the Local Plan) **it was PROPOSED, SECONDED and RESOLVED to write a separate letter to Shropshire Council re-iterating objections to the development at Ironbridge Power Station, including the concerns about transport matters, and highlighting the need for strategic issues to be resolved before determination of the applications.**

It was PROPOSED, SECONDED and RESOLVED to write to Philip Dunne MP to express the Council's great concern about the Power Station applications and the impact of traffic arising from the proposed development on Much Wenlock and to request that the application be called in, copying the letter to Shropshire Council.

Councillors were supportive of the actions proposed by Mr Hanafin in public session. Concerns were expressed about direct action from the Council as a corporate body, although Councillors were free to act as individuals. It was noted that a large volume of letters from members of the public could have a significant impact and that individuals could also submit press releases and take action.

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Councillor Thomas returned to the meeting and took the chair.

10. Police Matters

- a. It was **PROPOSED, SECONDED and RESOLVED** to note the Local Policing Community Charter from West Mercia Police.
- b. Members considered the request from the local policing team for the Town Council to identify its top three concerns for the area as part of the consultation required to form an effective contract with the Town Council as outlined in the Charter.

Following discussion, it was **PROPOSED, SECONDED and RESOLVED** to forward the following three priorities to the local policing team:

1. **Thefts of vehicles and machinery from gardens and outbuildings, particularly in rural areas.**
2. **Anti-social behaviour, including drug taking and drug dealing in the town centre.**
3. **Speeding on rural roads and large vehicles ignoring weight limits.**

It was noted that the local policing team were carrying out regular patrols in areas where anti-social behaviour had been highlighted.

Councillors raised ideas such as a community What's App group to alert residents to criminal activities, a policing Facebook page and increased use of Smartwater. It was noted that crimes should be reported to 101 or 999, as appropriate.

11. School Traffic Surveys

Members noted correspondence from Shropshire Council regarding school traffic surveys and development of a programme for introducing 20mph speed restrictions outside schools.

A monitor had been observed outside William Brookes School and data would be gathered from 7th June. It was noted that previous requests for 20mph speed limits outside both schools had been refused due to the low accident rate. Councillors raised the need for 20mph speed limits on routes to school, as well as outside schools.

It was PROPOSED, SECONDED and RESOLVED to fully support the programme to introduce 20mph speed restrictions outside schools, to request sight of the relevant data when ready, and to request that traffic on the A458 be monitored in addition to traffic outside the primary school on Racecourse Lane.

12. Correspondence

Members **NOTED** the following:

- a. SALC information bulletin and other information.
- b. Shropshire Hills AONB newsletter.

13. Agenda Items for Next Town Council Meeting

Members suggested the following items for inclusion on the agenda for the next meeting on 24th June:

Consideration of any response from Shropshire Council to correspondence regarding the Local Plan and Neighbourhood Development Plan.

The outcome of consideration of the Ironbridge Power Station planning applications at the Shropshire Council meeting on 15th June.

14. Date of next meeting

Members noted that the next meeting would be held at 7.00pm on Thursday, 24th June at the Guildhall, restrictions permitting.

Public Bodies (Admission to Meetings) Act 1960

Pursuant to Section 1(2) of the above Act it was be **PROPOSED, SECONDED and RESOLVED** that, due to the confidential nature of the business to be transacted, the public and press should not be present.

15. Arrangements for Guildhall and Corn Exchange Cleaning

Members noted the confidential report prepared by the Town Clerk.

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It was PROPOSED, SECONDED and RESOLVED

- a. To set the cleaning hours for the Guildhall at 24 per month, April to October, and 6 per month, November to March. To retain the hours for the Corn Exchange at 3 per week.
- b. To recruit a directly employed cleaner.
- c. To maintain the current rate of pay, to be reviewed if necessary.
- d. To set up a recruitment panel comprising Councillor White, the Clerk and RFO.
- e. To delegate authority to the Town Clerk to make the necessary arrangements, including any alternative staffing arrangements necessary.

The meeting closed at 8.35pm

Signed
Town Mayor

Date

DRAFT

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MUCH WENLOCK TOWN COUNCIL

Minutes of a **Planning & Environment Committee meeting**
held remotely by video conference at 7.00 pm on Tuesday, 4th May 2021

Present: Councillors Mary Hill (in the chair), Yvonne Holyoak, Dafydd Jenkins, Marcus Themans, Allan Walter and Milner Whiteman

In attendance: Cllr Daniel Thomas, Trudi Barrett – Town Clerk, Mr C Bowden

1. Apologies

None – all Members were present.

2. Disclosure of Pecuniary Interests

Members were reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the Register of Members' Interests maintained by the Monitoring Officer.

3. Dispensations

None requested.

4. Public Session

None

5. Minutes

It was **PROPOSED, SECONDED and unanimously RESOLVED** that the minutes of the Planning & Environment Committee meeting held on 13th April 2021 be **APPROVED** and signed as a true record.

6. Planning Applications

a. The following planning applications were considered:

21/01617/FUL 11 Oakfield Park, Much Wenlock	Erection of a single storey side and rear extension following removal of existing garage. It was PROPOSED, SECONDED and RESOLVED to support the application.
21/01729/LBC The Old Vicarage, Victoria Road, Much Wenlock	Update of the mains gas central heating affecting a Grade II Listed Building. It was PROPOSED, SECONDED and RESOLVED to support the application.
21/01713/FUL Carnewydd, Farley Road, Much Wenlock	Erection of a part single/part two storey rear extension and porch to front and extension to roof to facilitate loft conversion. It was PROPOSED, SECONDED and RESOLVED no objection.
21/01799/FUL 42 Barrow Street, Much Wenlock	Erection of a first floor side extension and single storey rear extension together with internal alterations. It was PROPOSED, SECONDED and RESOLVED to support the application.
21/02200/TCA 18 High Street, Much Wenlock	Reduce by 20% 1no Cherry within Much Wenlock Conservation Area. It was PROPOSED, SECONDED and RESOLVED no objection.
21/02266/TCA 48 Sheinton Street, Much Wenlock	Fell 1no Walnut within Much Wenlock Conservation Area. It was PROPOSED, SECONDED and RESOLVED no objection, providing the Tree Officer was in agreement with the proposal to fell the tree. Councillors requested that a replacement tree of a suitable size for the garden be planted.
21/02267/TPO Willow House, Barrow Street, Much Wenlock	Reduce back to previous pruning points of 1no Weeping Willow protected by the Bridgnorth District Council (Former S Mary Magdalene Church, Barrow Street, Much Wenlock) TPO 2008 (Ref: BR/TPO/152). It was PROPOSED, SECONDED and RESOLVED to support the application.

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7. Planning Decisions

None notified.

8. Flooding issues

- a. Members received a report from Mr C Bowden on behalf of the Flood Group. He reported that the group was receiving increased assistance from members of the public and now had active input from most parts of the town. Following heavy rain at the weekend, the top end of Sheinton Street had flooded due to a fatberg blocking a sewage pipe. It had now been recognised by Severn Trent Water and other supporting agencies that there was a significant problem in that area due to the lack of separation in the drainage system between sewage and storm drains. It was noted that work had been carried out in the past but there were still remaining problems. An action plan was being put in place to rectify the issues.
- The continuing regular drainage clearance in the town was beneficial. The heavy rain had highlighted other problem drains, which had filled with gravel, and emergency clearance had been undertaken.
- A drain in St Mary's Road had been crushed by development work and needed repair.
- Millions of gallons of water were escaping in the area due to leaks. There were two particularly bad areas where underground leaks needed to be located and capped.
- The planning application for the Callaughtons Ash development had been permitted but a suitable drainage solution was still needed and it would be up to the Shropshire Council officers to hold fast and ensure that a workable plan was devised.

Mr Bowden was asked to check whether the schedules of Shropshire Council's sludge gulping and road sweeping teams were co-ordinated.

For the future, the Flood Group was asked to continue to look at Planning applications and advise the Town Council if there would be any impact from/to water courses or flooding. They were also encouraged to be both reactive and proactive on town flooding matters.

On behalf of the Planning & Environment Committee, the Chair thanked Mr Bowden and other members of the Flood Group for their good work. She referenced the good relationship between Councillors and the Flood Group and expressed her hope that the new Councillors would continue that positive relationship.

- b. There were no further flooding issues.

9. Climate Change and Sustainability

It was hoped that the new Council would set up a working group to address issues of climate change and sustainability. The Clerk advised that a single use plastic audit of the Council's direct operations would be carried out the following day.

10. Consultation

None.

11. Street Lighting**12. Street naming *****13. Footpath/Bridleway Creation Orders*****14. Footpath Diversion Orders*****15. Road closures***

Members noted the following road closures:

- a. 1 Cherry Tree House, Back Lane, Much Wenlock
Start date: 1st June 2021
Purpose: Gas works, Cadent Gas
- b. Sheinton Road, Much Wenlock
Date/Time: 21st July 2021, 08.00 – 18.00
Purpose: Underground transfer of plant, BT Openreach

Committee members were concerned that limited parking in the town led workmen to sometimes park on double yellow lines near to the working site. This resulted in parking tickets being issued, even when the vehicles were not causing any obstruction and it was clear where the owners were working. The Clerk was asked to request that parking wardens advise or warn the workmen concerned, rather than immediately issuing fines for such parking.

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16. Highways matters *

Members noted an update on the following highways matters:

- a. An enquiry from a member of the public regarding the cycleway at Oakfield Park had now been referred by the Shropshire Council Planning Officer to the Developing Highways Manager for reply. The member of the public had been advised.
- b. The misplaced playground warning sign in Station Road had been turned to face the correct direction but had been left in the same position, on the right-hand side of the road, where it was not clearly visible to traffic entering Station Road.
- c. The Shropshire Council Traffic Engineer covering the south area had visited the cemetery and found that if drivers edged forward as much as they could it was possible to see well enough to exit. He had advised that traffic mirrors could lead motorists into a false sense of security when emerging from junctions and that it could be difficult to judge vehicle speeds using mirrors. He would propose concealed access signs from both directions for motorists on the A458. The scheme had been added to Shropshire Council’s list of highways projects and would be prioritised accordingly against other schemes competing for funding. It was noted that trimming the hedge at the exit could improve visibility.
- d. Members noted that visibility at the junction from Southfield Road onto Victoria Road was very poor. It was suggested that the exit from Southfield Road be blocked off. The Clerk was asked to request that the Shropshire Council highways officer also review this junction.
- e. As part of their work, the Transport Working Group could be asked to review the appropriateness of the current speed limits around the town.
- f. On 1st April Shropshire Council had been notified that waste disposal vehicles had been observed visiting Farley Quarry and asked to investigate. Following reminder messages, a response had been received on 28th April. A planning application for the site was still pending and Shropshire Council planning officers were now investigating unauthorised activity at the site.

17. Tree Preservation Orders (TPOs)*

18. Stopping Up Orders*

19. Speed Limit Orders*

20. Prohibition Orders*

21. Date of next meeting

It was **NOTED** that the provisional date of the next meeting was Tuesday, 1st June, to be confirmed at the Annual Town Council meeting on 20th May 2021.

22. Planning Enforcement

There were no enforcement matters to report.

This was the last meeting of the Planning & Environment Committee before the Town Council election and the Mayor thanked the Chair and members of the committee for their commitment and hard work.

The meeting closed at 7.55pm

Signed.....
Chairman

Date.....

MONTH	MINUTE NUMBER	RESOLUTION	TASK COMPLETE	COMMENT
April 2019	10	Development of Strategic Plan	Pending	Considered by Finance, Asset Management & HR Committee on 23.03.21. To await new Council.
April 2021	10	To remove outgoing Councillors from the bank mandate and to add new signatories and online authorisers.	Yes	
	23	To award the contract for renovation of the Guildhall cupola to Croft Building & Conservation Ltd	In progress	Croft Building & Conservation advised. Application for Listed Building Consent in progress.
	24	Contract Acute Pest Control to undertake further pigeon proofing works on the Guildhall.	Pending	Work to be undertaken when nesting birds depart
May 2021	19	Defer consideration of the Terms of Reference for the Transport Working Group to the next meeting.	In progress	On agenda for 24 th June
	22	Defer consideration of the Council's policies relating to data protection to a future meeting.	Pending	
3 rd June 2021	9b	Write to Shropshire Council with recommendations agreed on Local Plan and Neighbourhood Plan	Yes	
	9b	That the Town Clerk explores options for grants and funding to undertake a review of the MW Neighbourhood Plan	In progress	
	9b	To write to Shropshire Council reiterating objections to the applications for Ironbridge Power Station	Yes	
	9b	To write to Philip Dunne MP asking for the Power Station applications to be called in.	Yes	
	10b	To forward three policing priorities to the local policing team.	Yes	
	11	To support the programme to introduce 20mph speed limits outside schools, request sight of the data when ready and request that traffic on the A458 be monitored	Yes	
	15	To make arrangements for recruitment of a new cleaner	In progress	

Other Activities

- Preparations for book launch of Wenlock's Covid Chronicles
- A fire safety risk assessment of the Corn Exchange was carried out on 8th June and will be reported to the Finance & Asset Management Committee
- Attendance at Zoom Clerks' meeting on 3rd June with members of Shropshire Council's highways team, to be reported to Planning & Environment Committee

DM PAYROLL SERVICES LTD
INTERNAL AUDIT REPORT
MUCH WENLOCK TOWN COUNCIL

Date of Report: 4th June 2021

I have undertaken the internal audit review for Much Wenlock Town Council. I have carried out tests on the systems in place and have reviewed the internal controls. I confirm I have acted independently; the basis of the internal audit is by selective assessment of compliance with relevant procedures and controls.

A. Appropriate books of account

Appropriate books of account have been kept during the year. The council has used RBS Omega software to record the accounting transactions, the accounts are kept up to date and there is evidence they are balanced monthly.

B. Financial Regulations

There is an audit trail of payment samples picked, payments were supported by receipts or invoices and payment schedules were reported to meetings.

Financial regulations were reviewed in June 2020. There is evidence of quotations being sought for purchases in excess of £3,000 as per the financial regulations.

VAT was accounted for and quarterly VAT reclaims submitted.

C. Risk Assessments

The council has reviewed its risk assessments during the year. The council has also updated its internal controls, including provision for Coronavirus.

The council's insurance policy includes fidelity guarantee at an appropriate level for the council.

D. Precept

The council considered its budget requirements for the year and set the precept at a full council meeting.

Financial monitoring reports of actual income and expenditure compared against the budget are provided to the Finance & Asset Management Committee at each meeting.

E. Income

Income is lower than usual due to the limitations the coronavirus pandemic has brought. There was still some income received, sample testing took place and all receipts could be traced back into the bank.

F. Petty Cash

Petty cash is used appropriately, all samples tested were supported by receipts and are included in the accounts.

G. PAYE

PAYE is carried out using HMRC Basic Tools. Employees were paid at the approved rates; salary increases were agreed at the Finance & Asset Management Committee meeting and minuted. Expenses paid were reasonable and receipted where appropriate.

Eligible employees have been enrolled into a qualifying pension scheme.

H. Asset Register

The asset register has been updated and was reviewed by the council during the year.

I. Bank reconciliations

Bank reconciliations are carried out monthly and are regularly presented to the Finance & Asset Management Committee for review. I have agreed the bank reconciliation statements to the cashbook and bank statements as at 31st March 2021.

J. Accounting Statements

The parish council prepares the accounting statements on an Income and Expenditure basis. I have been able to follow the year end adjustments back to the actual receipts and payments.

Under the precept budget heading in the cashbook was an additional entry for £12,843.26, please ensure only the actual precept figure is recorded as precept in the Accounting Statements on the AGAR.

K. Exemption

The council did not declare itself exempt from limited assurance audit during 2019/20.

L. Transparency Code

The council's turnover exceeds £25,000 and therefore this was not tested.

M. Public Rights

The notice for the public rights for the 2019/20 year was correctly displayed.

N. Publication Requirements

The council has complied with the publication requirements for the 2019/20 AGAR, these documents can be found on the council website.

Reserves

The general reserve at the 2020/21 year end was £52,215; guidance in accordance with the Practitioners' Guide states the general reserve should be maintained at between three and twelve months net revenue expenditure. The council's general reserves are low and consideration needs to be given to this when planning any futures projects and also when considering the budget requirements for forthcoming year.

General

In general, the accounting records are well kept and organised. I would like to thank your clerk, Trudi Barrett, and RFO, Diane Barlow, for their assistance in the internal audit review.

Yours sincerely

Diane Malley

Diane Malley M.A.A.T.

Much Wenlock Town Council

Income and Expenditure Account for Year Ended 31 March 2021

31 March 2020		31 March 2021
	Operating Income	
233,128	Administration	283,092
493	Town Promotion	0
12,857	Corn Exchange	11,714
13,644	Guildhall	8,348
5,000	Museum	4,000
3,613	2 Burgage Way	8,700
176	The Square	0
7,418	Linden Lodge	7,396
3,867	Gaskell Rec Ground/Joint Use	0
10,770	Cemetery	12,190
450	Cemetery Field	450
291,417	Total Income	335,888
	Running Costs	
117,202	Administration	111,430
2,000	Grants & Donations	10,639
1,263	Civic Events	970
674	King Street public toilets	761
1,970	St Mary's Lane public toilets	2,302
15,356	Public Toilets	13,065
10,903	Environmental Services	12,303
10,417	Town Promotion	9,463
11,656	Corn Exchange	8,873
15,935	Guildhall	14,754
166,561	Barclays Bank	3,790
456	2 Burgage Way	2,186
155	Cooke Clock	155
0	The Square	90
0	Bus Shelters	450
6,722	Linden Lodge	2,369
281	Gaskell Recreation Ground Much	320
75,144	Gaskell Rec Ground/Joint Use	108,689
9,214	Cemetery	9,427
445,910	Total Expenditure	312,035
	General Fund Analysis	
177,438	Opening Balance	19,408
291,417	Plus : Income for Year	335,888
468,855		355,297
445,910	Less : Expenditure for Year	312,035
22,945		43,262
3,537	Transfers TO / FROM Reserves	(8,953)
19,408	Closing Balance	52,215

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Much Wenlock Town Council

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Balance Sheet as at 31 March 2021

31 March 2020

31 March 2021

31 March 2020		31 March 2021
	Current Assets	
0	Debtors	543
3,492	VAT Refunds	2,241
3,937	Prepayments	3,229
2,680	Bank Current Account	1,362
75,663	Bank Deposit Account	77,462
19,696	Unity Trust	22,305
27,224	Unity Trust Deposit Account	49,416
25,000	Public Sector Deposit Fund	25,000
8	Petty Cash	28
<u>157,700</u>		<u>181,587</u>
157,700	Total Assets	181,587
	Current Liabilities	
2,039	Creditors	421
4,271	Accruals	6,032
110	Receipts in Advance	0
<u>6,420</u>		<u>6,453</u>
151,280	Total Assets Less Current Liabilities	175,134
	Represented By	
19,408	General Fund	52,215
36,000	S106 reserve	12,369
10,500	EMR Heritage	10,500
0	EMR - Pandemic Project	1,100
0	EMR - Public Toilets	5,000
6,431	Gaskell Recreation Ground	0
5,000	EM Res -Election Expenses	8,000
50,000	EM Res - Property	50,000
0	EMR - Neighbourhood Fund	12,843
0	EMR - Charities	1,705
0	Grants Reserve	791
8,000	Gaskell Path	0
641	EMR - Archives	641
500	EMR - Bus Shelter	50
14,800	EMR - Lib	19,920
<u>151,280</u>		<u>175,134</u>

15/06/2021

Much Wenlock Town Council

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Balance Sheet as at 31 March 2021

31 March 2020

31 March 2021

The above statement represents fairly the financial position of the authority as at 31 March 2021 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date :

Signed :

Responsible

Financial

Date :

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree column headed “Year ending 31 March 2021” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are on accrual and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative.

Name of smaller authority: Much Wenlock Town Council

County area (local councils and parish meetings only): Shropshire

Financial year ending 31 March 2021

Prepared by (Name and Role): Diane Barlow RFO

Date: 09/06/2021

	£	£
Balance per bank statements as at 31/3/2021		
Barclays Current Account	1362.00	
Barclays Deposit Account	77462.00	
Unity Trust Current Account	22305.00	
Unity Trust Deposit Account	49416.00	
Public Sector Deposit Fund	25000.00	
Petty Cash	29.00	
		175574.00
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31 March 2021	0.00	
		-
Add: any un-banked cash as at 31 March 2021	-	
		-
Net balances as at 31 March 2021 (Box 8)		175574.00

Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2020/21

MUCH WENLOCK TOWN COUNCIL

www.muchwenlock-tc.gov.uk

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

28/01/21 01/06/21

DIANE MALLEY

Signature of person who carried out the internal audit

D Malle

Date

01/06/21

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

**INTERNAL AUDITOR
EXPLANATION FOR TRUST FUNDS RESPONSE
MUCH WENLOCK TOWN COUNCIL**

Date of Report: 4th June 2021

Trust Funds

For the 2019/2020 Annual Governance Annual Return the Town Council declared it had sole responsibility for Trust Funds.

The Trust had consisted of three funds set aside, two were for the purpose of supporting disadvantaged families/children (Barnardo's Morris and Thorn Pudsey) and a third to maintain the Thomas Cooke Clock. The former two Trusts were not registered as a charity with the Charity Commission, did not have to file any returns and did not have to undergo an independent inspection. The latter Trust was removed from the Central Register of Charities in 2017.

The purpose for the funds was no longer applicable and consequently the bank accounts where the funds were held have been closed and the balance was transferred back to the Town Council accounts during 2020/21.

Consequently, I have responded N/A for this question.

Diane Malley

Diane Malley M.A.A.T.

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Much Wenlock Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

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

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

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

and recorded as minute reference:

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

Chairman

Clerk

www.muchwenlock-tc.gov.uk

Section 2 – Accounting Statements 2020/21 for

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	305773	151280	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	194698	204432	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	96719	131456	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	88633	85680	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	357277	226354	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	151280	175134	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	150271	175574	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	285198	281941	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

D Barlow

Date

15/6/21

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

as recorded in minute reference:

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

Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2020/21

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return 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. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

We certify/do not 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.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

Explanation of variances – pro forma

Name of smaller authority: **Much Wenlock Town Council**
 County area (local councils and parish meetings only): **Shropshire**

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- **New from 2020/21:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2019/20 £	2020/21 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (<u>must include narrative and supporting figures</u>)
1 Balances Brought Forward	305,773	151,280				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	194,698	204,432	9,734	5.00%	NO		
3 Total Other Receipts	96,719	131,456	34,737	35.92%	YES		Neighbourhood Funding of £12,843.26. Project also completed to install a perimeter path on the Gaskell Recreation Ground and gates between the ground and William Brookes School. LEADER Funding of £36,215.00, Lady Forester Trust Funding of £15,000.00 and Project Contribution Costs from William Brookes School of £7,000.00 towards these costs were received. Small Market Towns Grant of £5,000.00 also received from Shropshire Council for a separate project.
4 Staff Costs	88,633	85,680	-2,953	3.33%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	357,277	226,354	-130,923	36.64%	YES		In 2019/20 expenditure was exceptional as the council purchased a property valued at £165000. In 2020/21 other than general expenditure the council spent £94,144.85 on the Gaskell Recreation Ground perimeter path and Access project as detailed above, with grants being used to help offset this expenditure.
7 Balances Carried Forward	151,280	175,134			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	150,271	175,574				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	285,198	281,941	-3,257	1.14%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

Much Wenlock Town Council

County area (local councils and parish meetings only):

Shropshire

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
Box 7: Balances carried forward		175,134.00
Deduct: Debtors (enter these as negative numbers)		
HMRC (VAT)	(2,241.00)	
Debtors	(543.00)	
	(2,784.00)	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
Prepayments	(3,229.00)	
	(3,229.00)	
Total deductions		(6,013.00)
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
Creditors	421.00	
Accruals	6,032.00	
	6,453.00	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
1		
2		
	-	
Total additions		6,453.00
Box 8: Total cash and short term investments		175,574.00

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: **Much Wenlock Town Council**

County Area (local councils and parish meetings only): **Shropshire**

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on: 28 June 2021

and ending on: 6 August 2021

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2021 (i.e. Thursday 1 July – Wednesday 14 July).

We have suggested the following dates: Monday 14 June – Friday 23 July 2021. The latest possible dates that comply with the statutory requirements are Thursday 1 July – Wednesday 11 August 2021.)

Signed: Diane Barlow

Role: Responsible Financial Officer

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Part 3 and other requested documentation – this form is not for publication on your website.

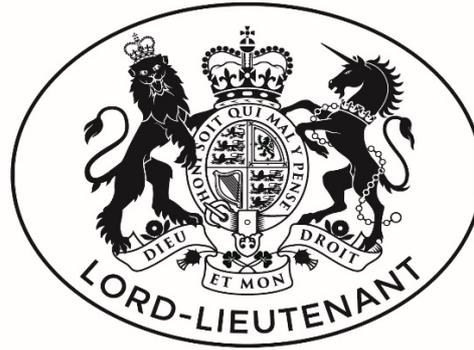
Much Wenlock Town Council

TRANSPORT WORKING GROUP

TERMS OF REFERENCE	
Membership	Members of the Town Council Selected members of the public with relevant interest and expertise, approved by the Town Council
Authority	Local Government Act 1972, Sections 101 – 106
Conditions	<p>The working group is appointed by the Town Council and will function within the conditions outlined in these Terms of Reference.</p> <p>The working group will elect its own Chair and set its own meeting dates and will report directly to the Town Council at regular intervals.</p> <p>The working group may be disbanded or reformed by the Town Council at any time.</p> <p>The existence, composition and Terms of Reference of the working group will be reviewed annually at the Annual Town Council meeting.</p> <p>The working group will take instruction from and report to the Town Council only.</p>
Restrictions	The working group has delegated authority to work within the responsibilities outlined below.

	Responsibilities	Power
1	To review the layout and operation of the current road network within and surrounding Much Wenlock town centre.	Group to have the power to delegate to the Town Clerk.
2	With the agreement of the Town Council, to liaise with organisations (eg Shropshire Council, Police, developers) or individuals with knowledge or expertise relevant to the activities of the working group on behalf of the Town Council.	
3	To undertake tasks which may include consultation, data collection or scheme assessment on behalf of the Town Council.	
4	To report regularly to the Town Council on progress and matters arising.	
5	To provide information to the Town Council and to suggest options for changes to the road network to improve provision and operation for vehicles and pedestrians.	

	Costs
	The Town Council will pay the reasonable, pre-authorised costs of the working group. Time and local travel costs will be donated free of charge by members of the working group.



To whom it may concern

24th April 2021

Dear Sir/Madam

I am delighted to advise you of an exciting new initiative from Buckingham Palace called “The Queen’s Green Canopy” (QGC) created to mark The Queen’s Platinum Jubilee in 2022.

The Project’s objectives would seem to be well conceived in reflecting a number of the nation’s current hopes and aspirations for both the Queen’s Platinum Jubilee and the environment. The central organising committee would seem to have a well-considered and well-developed plan to realise these objectives. I am confident that Shropshire can more than play their part in ensuring that QGC is a resounding success. I attach “A general QGC overview” and look forward to forwarding further details and guidance following the public launch of QGC in mid-May.

I am writing to ask for your support and help with this important project. I have asked Robert Bland, a Deputy Lieutenant to take the lead in Shropshire to ensure optimum uptake of quality tree planting to commemorate the Queen’s Platinum Jubilee. Perhaps you or your colleagues might make contact to arrange for further details. His mobile no is 07802 667636 or email rjbbland1@outlook.com

I would thank you in anticipation

Best wishes

Anna Turner



Anna Turner
Her Majesty’s Lord-Lieutenant of Shropshire

Extract from NACO Newsletter 17 May 2021

The Queen's Green Canopy

www.queensgreencanopy.org

The Queen's Green Canopy (QGC) is a unique, UK-wide, tree planting initiative created to mark Her Majesty's Platinum Jubilee in 2022, by inviting people to "Plant a Tree for the Jubilee." Everyone from individuals to Scout and Girlguiding groups, villages, towns, cities, counties, schools and corporates will be encouraged to plant trees from October 2021 when the tree planting season begins, through to the end of the Jubilee year in 2022.

With a focus on planting sustainably, the QGC will encourage the planting of trees to create a legacy in honour of The Queen's leadership of the Nation, which will benefit future generations. As well as inviting the planting of new trees, the QGC will dedicate a network of 70 Ancient Woodlands across the United Kingdom and identify 70 Ancient Trees to celebrate Her Majesty's 70 years of service.

Tree planting season - October to March

The QGC will encourage everyone to learn more about the best way to plant trees so that they survive and flourish for years to come. Trees and hedgerows must be planted with care, at the right time of year, in the right place and with species that are not prone to prevailing tree diseases. The QGC initiative will encourage planting during the official planting season, October to March, to optimise the chance of trees surviving and flourishing. The countdown to planting season begins at the launch on 17 May. People are encouraged to use this summer to plan their Jubilee tree planting projects and be ready for October.

The Queen's Green Canopy Map

From October, all planting projects can be uploaded onto an interactive map on the new QGC website so that everyone can share and inspire others, as well as creating a green canopy of projects to cover the country. The map is embedded within the QGC website.

Lasting Benefits

This initiative is not just for areas where there are already green open spaces.

The aim is to see new planting everywhere: within crowded and congested inner cities as well as in suburbs and rural settings and in ways that involve people of all ages, from every faith and embrace all parts of every community.

The Canopy Project seeks to promote a model of stewardship through which local communities can bring more trees into public spaces. The act of planting and caring for a tree can be an effective way of increasing awareness of the environment around it.

A lot more information about the project will be forthcoming in the weeks and months ahead. However, now is the time to encourage your Civic Leaders to begin thinking about what they can do to make this initiative a success in their own communities.

There are plans to create an on-line map from October 2021, showing where the Jubilee trees are being planted.

Subject: {Disarmed} THE QUEEN'S PLATINUM JUBILEE BEACONS 2nd JUNE 2022
Date: Saturday, 12 June 2021 at 08:59:34 British Summer Time
From: Bruno Peek
To: Townclerk@muchwenlock-tc.gov.uk

LIGHTING BEACONS

2ND JUNE 2022

Further to the announcement from Buckingham Palace on 2nd June 2021, regarding the Platinum Jubilee Weekend of 2nd - 5th June next year, of which The Queen's Platinum Jubilee Beacons is part, I have pleasure of sending you the first edition of the Guide To Taking Part. **As a previous participant in a beacon event, I like to invite you to participate again.** The beacon lighting event will take place throughout the United Kingdom, the Channel Islands, Isle of Man, UK Overseas Territories and for the first time, in each of the capital cities of the Commonwealth countries on the 2nd June next year.

[View Guide to Taking Part](#)

Those wanting to take part are being asked to go to page 10, and provide us, via email, with the information requested in *Step 1*, enabling us to include them in the monthly guide updates over the next eleven months, as well as entering them in the special leather-bound book being presented to The Queen after the Jubilee Weekend, along with being able to send them further information in due course. The guide can also be viewed and downloaded from www.queensjubileebeacons.com.

Pages 11, 12, 13 and 14 show the various types of beacons to be used for this historic occasion that can be lit in farmers fields, on country estates, on the top of high hills, around our shorelines on cliff tops and on beaches, with gas-fuelled beacons on church towers and castle battlements and permanent beacon braziers made and lit by craftsmen and women in the centre of town and village greens, providing a lasting reminder of this historic moment in the

history of The Queen's reign.

Many of those receiving this communication will already have permanent beacons in place, so please light them for this occasion.

From pages 16 - 27 you will see those, to date, that have already agreed to take part around the UK and the Commonwealth. These lists and pages in the guide will be added to over the next eleven months as more communities etc, join the project.

From the guide, you will see that we are involving town criers undertaking the Proclamation at **1pm** announcing the lighting of the beacons that evening and pipers playing *Diu Regnare* at **9.09pm**, before the beacons are lit at **9.15pm**.

With this in mind, you may wish to consider sourcing a local piper to play this tune at your beacon location before you light your beacon at **9.15pm**. If this is the case, please register your piper in a similar way to your beacon by no later than **1st June** next year.

This could well be the last chain of beacons lit during The Queen's reign, so we want to make it the largest and most dramatic the world has ever seen. We do hope, therefore, that you will help us achieve this by taking part in lighting a beacon at **9.15pm** on 2nd June next year

My warmest regards,

Tel: + 44 (0) 7737 262 913

Email: brunopeek@mac.com

www.queensjubileebeacons.com

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You are receiving this email following participation in previous/similar events the team have organised.

How to take part and beacon lighting ceremony

How to take part

Step 1: To confirm your involvement and make important communication as easy as possible please register your involvement, providing the information below, direct to brunopeek@mac.com as soon as possible please, but **no later than 1st June 2022.**

If your event is a private occasion and NOT open to the public, and you do not want your involvement shown on any public or media listing, it is important that you confirm this when providing information. Your participation will still be noted as part of this historic occasion but NOT made public. However, if your event IS open to the public, your contact details will be shared with the media so that they can contact you direct to arrange any publicity and/or coverage of your event.

Name and Job Title of Contact/Coordinator
 Name of Council or Organisation
 Name of Piper, if applicable
 Name of Town Crier, if applicable
 Name of Choir, if applicable
 Postal address including county and postcode
 Name of capital city - Commonwealth countries only
 Country - ie England, Wales, Scotland, Northern Ireland, Channel Islands, Isle of Man, UK Overseas Territory, Commonwealth Country
 Telephone number - landline
 Mobile number
 Email address
 Beacon location - if known when registering, please include the postcode

Public or private event

Ensure you have undertaken all the safety measures outlined on pages 11 and 12 before lighting your beacon. Alert the emergency services, including the Fire Brigade, undertake any risk assessments required and ensure everyone involved is happy and familiar with your plans. (This is your responsibility as coordinator).

Beacon lighting ceremony - 2nd June 2022

The Beacon lighting ceremony should be undertaken as follows:

Step 2: Invite your Lord Lieutenant, Deputy Lieutenant, Lord Mayor, High Sheriff, High Steward, Lord Provost, Chairman or Leader of the Council to light your beacon. Alternatively, you may like to organise a competition in partnership with your local media, with the winner having the honour of lighting the beacon.

Step 3: You might consider having professional photographs taken during your event. Immediately after, please send no more than two high quality, copyright-free photographs to brunopeek@mac.com, including the name of the photographer, the beacon location, county, country and postcode, along with the name of the council or organisation.

Step 4: If appropriate, use social media channels - Twitter, Facebook etc - to promote your event. On Facebook, post photographs of your beacon lighting ceremony.

Step 5: Publicise your event. We will provide you with a Press Release template which you can localise, providing as much information as you wish regarding your event, but including your contact details. You can send this to your local media to enable them to get in touch with you direct.

Step 6: We will confirm your beacon lighting time nearer the event.



Gas fuelled beacon, East Antrim, Northern Ireland.



Bonfire beacon, Killyleagh, County Down, Northern Ireland.



Wood fuelled beacon brazier, Hilton, Derbyshire, England.



PCC - SAFER ROADS FUND
 LOCAL POLICING AND
 COMMUNITY AMBASSADOR'S FUND (LPCAF)

Aim

The PCC wants to ensure that local Community Ambassadors (CA) and Local Policing Commanders have access to resources to support local road safety initiatives contributing towards the delivery of the Safer West Mercia Plan.

Policy

- £20k is available, per annum, to each local policing area
- All applications will be subject to the abbreviated LPCAF Safer Roads form.
- Community Ambassador's (CA's) and Superintendent's will need to demonstrate support for the proposal, which should then be sent to the Office of the Police and Crime Commissioner for formal approval.
- Value for money should always be sought by the Supt/CA
- No spend should be incurred on any initiative before PCC approval is given.
- There is no upper or lower limit to an application, but applications over £5000 need to be discussed with a PCC commissioning Officer
- The installation of road signs, speed indicator devices, vehicle activated signs and street furniture must be supplemented with evidence of authorisation from the local authority.
- The application form will be forwarded by the Commissioning team to the force for processing, including raising relevant orders, payments and financial monitoring.
- The PCC will require financial monthly updates on individual initiatives and annual budget spend.
- There will be no commitment to renew, increase or continue funding beyond the approved terms.
- The release and management of the funds will be subject to the [LPCAF terms and conditions](#)

Important - the budget can only be utilised for initiatives/equipment that isn't already funded by the UK taxpayer. For example:

- Road safety awareness campaigns
- Enhanced road safety initiatives, over and above operational policing
- Targeted road safety education
- Targeted road safety training
- Extending community speed watch areas
- Purchase of equipment used to promote or facilitate road safety for use by the public (outside of operational policing)

Procedure

All suitable requests will be subject to an LPCAF safer roads application and will follow this procedure:

1. The grant recipient will complete the appropriate [LPCAF form](#) and submit it to their local Supt or CA
2. If the CA and Supt are in agreement, the completed application will be sent to grants@westmercia.pnn.police.uk for processing
3. If approved by the PCC, the grant recipient, the relevant Supt/CA and Force finance contact will be notified.
4. The Force finance officer will allocate a grant reference number, will update the LPCAF financial year monitoring report template and will facilitate the ordering and payment process for the initiative.
5. On the first working day of every month, the PCC will be provided with an up to date version of the monitoring report from Force Finance, also triggering the update of the PCC engagement sheets
6. Each initiative will be relayed to the Communications and Engagement team who, working in partnership with the Supt and CA, may decide to promote the grant.

NB: There is no formal requirement to monitor the grant, but successful applicants will be contacted by the PCC's commissioning team for feedback at the end of the financial year

Local Policing and Community Ambassador's Fund Safer Roads 1 April 2021 – 31 March 2022

Applications for the installation of signage, street furniture i.e. village gates, vehicle activated signs, speed indicator devices etc. must be supported with authorisation from the relevant local authority. Failure to submit this evidence at application stage will trigger an automatic decline.

1. DETAILS OF APPLICANTS

Local policing area (delete as applicable)	North Worcestershire, South Worcestershire, Herefordshire, Shropshire, Telford & Wrekin
Name of Superintendent	
Name of Community Ambassador	
Name of applicant/organisation	
Name and position of key contact	
Address, including postcode	Address:
Contact Details	Email: Telephone: Mobile:
Date of application:	

2. PROJECT DETAILS - Name, purpose and brief description of project

Project Name:	
Project Description:	
Project Purpose:	
Project timescale <i>Length of time to complete, project start date and end date</i>	

3. PROJECT OUTCOMES (Please list the outcomes that the project/initiative seeks to achieve and how they will be measured?)

Outcome	Measurement
e.g. Reduction in speed e.g. Reduction in accidents/incidents e.g. Community well-being and safety	e.g. recording of speed pre and post initiative e.g. number of reported incidents e.g. feedback from community surveys

4. FINANCE

Total project cost	£
Match funding (other funding which has been sourced for this project)	£
Total amount of funding being sought from the PCC	£
Please list the specifics that the funding will be spent on if awarded	
Please detail the estimated date when the fund will be spent i.e. by the end of March	

5. APPLICATION CONDITIONS

Please confirm that you have attached quotation(s) for proposed purchases?	
Please confirm that the installation of road signs (inclusive of VAS) has been authorised by the relevant local authority (if applicable).	
I agree to complete and return the Final Grant Report form (which will be supplied if the application is successful)	

I confirm by submitting this application that the initiative/product isn't already funded by the UK taxpayer and that I agree to the Terms and Conditions of this grant.

Signed Name of Applicant

Signed..... Superintendent



TOWN AND PARISH COUNCIL SURVEY 2021

**Please select one answer for each question, unless asked to do otherwise.
Please ensure only one questionnaire is completed and returned for your individual town/ parish council**

LOCAL POLICING

- 1 In the Council's opinion, how good a job do you think the police are doing in your town / parish?

Excellent Good Fair Poor Very poor Don't know

- 2 In the Council's opinion, how would you rate the visibility of police in your town / parish?

Excellent Good Fair Poor Very poor Don't know

How much does the Council agree or disagree with the following statements:

- 3 The police work well with the Council to identify and address local crime and disorder issues

Strongly agree Tend to agree Neither agree nor disagree

Tend to disagree Strongly disagree Don't know

- 4 The Council has confidence in the police to resolve crime and disorder issues raised within the local community

Strongly agree Tend to agree Neither agree nor disagree

Tend to disagree Strongly disagree Don't know

- 5 On average, how often does the Council contact the police to raise concerns about crime or incidents?

Weekly Monthly Every 2 – 6 months

Once a year Never Don't know

- 6 Overall, how would you rate the police response to crime and disorder issues or incidents Raised by the Council?

Excellent Good Fair Poor Very poor Don't know / NA

LOCAL POLICING CHARTER

In March 2021 the Local Policing Charter was launched by West Mercia Police outlining their ongoing commitment to improving the local policing delivery and providing a service that communities both expect and deserve. It sets out the commitment for a truly community based and holistic policing approach. To deliver a consistent, high-quality service to be proud of and that not only keeps people safe, but makes them feel safe. The charter been put together in consultation with local communities, and covers six key areas for improved service delivery: visibility & accessibility, responding to communities, prevention, vulnerability, relationships and partnerships.

The Local Policing Charter can be found at
<https://www.westmercia.police.uk/SysSiteAssets/media/downloads/west-mercia/public-charter.pdf>

- 7 Are you aware of the Local Policing Charter?

Yes No

- 8 Have the police been in touch to identify your priorities as a Town/Parish Council?

Yes No

CONTACT AND ENGAGEMENT

- 9 In the Council's opinion, how easy and convenient is it to access your local policing teams? (This may be in any form – face to face, email, telephone etc)

Very easy Fairly easy Fairly difficult
 Very difficult Don't know / N/A

- 10 In the Council's opinion, how easy and convenient is it to access relevant information for the local community from the police?

Very easy Fairly easy Fairly difficult
 Very difficult Don't know / N/A

- 11 In the Council's opinion how would you rate the level of contact you have with the police?

Excellent Good Fair Poor Very poor Don't know / NA

12 How does the Council contact the police to discuss local issues, seek information or invite to meetings / community events? (Not including reporting crimes)

Please tick all that apply

Phone (land line)	Phone (mobile)	Email
Letter	Social media	In person (at a police station etc)
Website	Other	Don't contact the police

13 How often does the Council contact the police to discuss local issues, seek information or invite to meetings / community events etc? (not including reporting crimes)

Weekly	Monthly	Every 2 – 6 months
Once a year	Never	Don't know

14 How would the Council rate the police response to requests for information / meetings etc?

Excellent	Good	Fair	Poor	Very Poor	Don't know / N/A
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15 How often do the police attend Council meetings or other community events in your town or parish area

Weekly	Monthly	Every 2 – 6 months
Once a year	Never	Don't know / not invited

16 How often do the police proactively contact the Council to raise awareness of local issues, share information etc?

Weekly	Monthly	Every 2 – 6 months
Once a year	Never	Don't know

17 Does the Council know the members of the police's local Safer Neighbourhood Team? These teams include Inspectors, Sergeants, PCs and PCSOs.

Very familiar	Somewhat familiar	Not well known
Totally unknown	N/A	

CRIME AND ANTI SOCIAL BEHAVIOUR ISSUES

18 In the Councils opinion how much of a problem, if at all, would you say that crime and anti-social behaviour is in your town / parish council area?

Not a problem at all	Not a very big problem	Fairly big problem
Very big problem	Don't know	

19 Which if any of the following issues would the Council say are currently a problem to people in the town / parish area?

Please tick one box in each row

	Not a problem at all	Not a very big problem	Fairly big problem	Very big problem	Don't know
Domestic burglary					
Violent crime					
Anti-social behaviour					
Online crime					
Vehicle crime					
Criminal damage / vandalism					
Crimes against businesses					
Rural crime					
Offences of a sexual nature					
Crimes committed against people due to their gender, age, race, ethnicity religion, disability or sexuality					
Road safety					
Other (please specify in the box below)					
Other:					

ABOUT YOUR COUNCIL

20 What is the name of your council (or councils if it is a combined parish council group)?

21 Please confirm which Borough / District / City / Unitary area your council is in

Herefordshire	Shropshire	Telford & Wrekin
Redditch	Wyre Forest	Worcester City
Malvern Hills	Wychavon	Bromsgrove

22 Approximately how many people live in your town / parish area?

Less than 500	501 - 1000	1001 - 5000
5001 – 10,000	Over 10,000	

23 Please provide an appropriate, current email address the Commissioner or his staff may use to contact the Council when necessary. Your email will be stored in secure web-based systems. It would not be shared more widely with other third parties.

Yes No | Would you like to receive the PCC’s monthly newsletter to this email address?

Thank you for taking the time to complete our survey. The survey results will be available to view online at www.westmercia-pcc.gov.uk

EMAIL RETURNS: If you have chosen to complete a word version of the survey, email your completed survey to: opcc@westmercia.pnn.police.uk

POSTAL RETURNS: If you have chosen to print a copy of this survey to complete and return via Royal Mail (instead of completing online / emailing), post your completed survey to: John Campion, Police and Crime Commissioner, OPCC, West Mercia Police HQ, Worcester, WR3 8SP