

Shawbury Parish Council



To all Members of the Council. You are hereby summoned to attend a Meeting of the Parish Council of Shawbury to be held on Tuesday 14th April at Shawbury Village Hall commencing at 7pm in order to conduct the business enclosed on the agenda below.

Signed: *A Roberts*

Date: 9th April 2026

1. **Chairman's welcome, announcements and public session**
Members will consider any issues raised by members of the public
 2. **Apologies**
 3. **Declaration of Disclosable Pecuniary or any other interests or requests for dispensations**
 - a) Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members interests maintained by the Monitoring Officer.
 - b) Members are reminded that they must declare non-pecuniary interests relating to agenda items
 4. **Casual Vacancies** – to co-opt a new council member
 5. **Minutes of the Full Council Meeting held on 10th March 2026** – to approve
 6. **Correspondence** – to consider
 - a. Complaint about footpath maintenance
 - b. Planned bridge maintenance – Moreton Mill East Bridge
 - c. Shawbury United Charities – to agree actions to be taken.
 7. **Planning**
 - a. To receive planning applications from Shropshire Council - none received
 - b. To note planning decisions made by Shropshire Council

26/00452/FUL	30 Bridgeway, Shawbury, Shrewsbury, Shropshire, SY4 4PG Proposal: New pitched roof to existing single storey garage and utility area to replace existing flat roof Decision: Grant Permission
25/04787/LBC	Castle View, 13 Edgebolton, Shawbury, Shrewsbury, Shropshire, SY4 4EL Proposal: Replacement of 4no. first floor windows and refurbishment and reglazing of 2no. ground floor windows all to the front elevation Decision: Grant Permission
 8. **Community Service Awards** – to confirm nominations for 2026
 9. **Councillor Information**
 - a. Induction information – to note
 - b. Councillor contact information – to approve
 - c. Website information – to agree a course of action (Cllr Roberts)
 - d.
-

- 10. Asset Management**
- a. Maintenance of Moat, Glebe and Play area (Cllr J Vernon and Cllr Cooper)
 - b. Removal of burial ground tree – to approve (Cllr Manley)
 - c. Proposed War Memorial (Cllr J Vernon)
 - d. Floral planters sponsorship – to agree actions
 - e. Defibrillator –to reverse the decision to move the defibrillator
- 11. Finance Committee** –to receive the draft minutes of the meeting held on 30th March 2026
- 12. Financial Matters**
- a) To receive Monthly Balance Record and reconciliation
 - b) To receive the Budget report for Q4 2025-26
 - c) Banking Arrangements - to receive an update on banking changes
 - d) Earmarked reserves – to agree earmarking of 2025-26 underspends
 - e) To resolve to approve outstanding invoices and payments

Recipient	Reason for Payment	Amount (inc. VAT)	Ref
Shropshire Council	Waste		1.26
Balfours	Playing Field Rent	1200.00	2.26
Balfours	Glebe Land Rent	150.00	3.26
Balfours	Car Park Rent	200.00	4.26
A Roberts	Salary	tbc	5.26
A Roberts	Expenses	20.29	6.26
M Varndell	Litter Clearance March	525.00	7.26
D Evans	Reimbursement	1.80	8.26
Unity Bank	Bank Charges	7.00	9.26 DD

- 13. Chairman’s Report** – to receive
- 14. Councillor Reports**
To enable Councillors to raise issues requiring attention.
- 15. Other Reports**
- a) West Mercia Police
 - b) RAF Shawbury
 - c) Shropshire Councillor
 - d) Locum Clerk (enclosed)
 - e) Committee reports
- 16. Items for Next Agenda (12th May 2026)**
To enable Councillors to bring forward items for the meeting agenda.

Minutes of the Ordinary Meeting of the Parish Council held on 10th March 2026 at Shawbury Village Hall Starting at 7pm

Present

Councillors M Roberts (Chair), J Vernon, J Manley, W Moss-Jones, G Jones , T Davies-Moss D Cooper, K Pickering, D Jenkins (joined at 7.17)

Locum Clerk A Roberts

Other Organisations Flight Lieutenant Jim Hobkirk, RAF Shawbury

Members of the Public: None

37/26 Public Session.
No matters raised.

38/26 **Housing Needs Survey**
Craig Bethel, Shropshire and Telford & Wrekin Housing Needs Enabler spoke to the Council about the opportunity to carry out a housing needs survey, the results of which would be beneficial when reviewing planning proposals.

39/26 **Apologies**
Cllr A Foster, Cllr C Vernon, Cllr A Williams (Shropshire Council)

40/26 Declaration of Disclosable Pecuniary or any other interests or requests for dispensations
None declared

41/26 Casual Vacancy

Resolved: to co-opt David Jenkins to the Council.

Cllr Jenkins signed his declaration of acceptance of office and joined the meeting.

42/26 Minutes of the Full Council Meeting held on 10th March 2026.

Resolved: to approve as a correct record the minutes of the ordinary meeting of the Parish Council held on 10th March 2026. They were duly signed by the Chair.

43/26 Chairman's Report
No information to report at this time.

44/26 Policies and Procedures
a. To approve policies and procedures

Resolved: To approve the following policies:

- **Internal Controls**
- **Financial Reserves**
- **S137 Grants**
- **Business Continuity Planning**
- **Business & Financial Risk Assessment**

- **Planning Policy & Process**
- **Confirming Local Connections**
- **Communications**
- **Website Management**
- **Health & Safety Policy Statement**
- **Scheme of Delegation**

The CCTV and Burial Ground policies will be brought to a later meeting.

45/26 Neighbourhood CIL Funding

The clerk reported that the current level of CIL funding is £3,547, held in an earmarked reserve.

46/26 Asset Register to March 2026

RESOLVED: to accept the updated asset register.

47/26 Correspondence

a. Request for funding from Shawbury Football Club

RESOLVED: to give £250 of S137 monies to Shawbury Football Club for their Funday subject to receiving an update on how the previous year's donations were used and how they intend to use this year's.

b. Recent activity at the Moat

RESOLVED: to note comments from the public in relation to the status of the Moat area.

c. Civilian Committee at 28 Shawbury Squadron

RESOLVED: to advertise the work of the Civilian Committee on the Council's Facebook page.

48/26 Planning

a. Application Received

26/00452/FUL New pitched roof to existing single storey garage and utility area to replace existing flat roof.
30 Bridgeway, SY4 4PG

RESOLVED: to support the application with no comment

b. Decisions Received from Shropshire Council - none

49/26 Staffing Matters

a. Appointment of a permanent clerk

RESOLVED: to note that Amanda Roberts has provided proof of eligibility to work in the UK and to appoint her on scale point 23 from 1st April 2026.

b. Local Government Pension Scheme

RESOLVED: to join the Local Government Pension Scheme from 1st April 2026.

50/26 Internal Audit

RESOLVED: to note the contents of the interim governance report and support the clerk in addressing those issues therein.

51/26 Financial Matters

a. Monthly Balance Record and reconciliation.

It was noted that the bank statements and financial records are reconciled to 28.2.26.

b. Banking Arrangements

- i. The Clerk and Cllrs J Vernon and M Roberts are now set up with Unity Trust Bank and the RBS account is in the process of transferring across to UTB.
- ii. Banking Signatories:

RESOLVED: to confirm that Cllr J Vernon and Cllr M Roberts as signatories on Unity Trust bank and to add Cllr A Foster and Cllr J Manley as signatories.

c. Financial Management Report

RESOLVED: to receive the report and note the Q4 budget information, details of S137 payments and internal controls and to note that internal control checks will be carried out by the Finance Committee before the end of March 2026 .

d. Outstanding payments

Resolved: To approve the payments shown below.

Recipient	Reason for Payment	Amount £ (inc. VAT)	Ref
M Varndell	Litter removal	525.00	88.25
A Roberts	Salary (Feb Hours)	911.10	89.25
HMRC	PAYE & NI	347.68	90.25
A Roberts	Expenses	115.24	91.25
Shawbury Scouts	S137 Grant	200.00	92.25
Shawbury Guides	S137 Grant	200.00	93.25
Shawbury Players	S137 Grant	200.00	94.25
Crane Quality Counselling	S137 Grant	200.00	95.25
Severn Hospice	S137 Grant	200.00	96.25
J Vernon	Reimbursement	38.60	97.25
Per Pro Services	Interim Internal Audit	135.00	98.25
Access2Trees	Burial Ground Hedge	492.00	99.25
Unity Trust Bank	Bank Charges	5.00	100.25
R Bailey	Floral Planters	129.00	101.25
M Thorpe	Bus Shelters	150.00	102.25

52/26 **Councillor Reports**

- a) Cllr Roberts: The Annual Parish Meeting will be held on 21st April. Reminded members to make awards nominations

53/26 **Other Reports**

- a) West Mercia Police
Received after the meeting – to be circulated.
- b) RAF Shawbury
Request for support in reminding the public not to fly drones around the base.
- c) Shropshire Councillor
Circulated in advance of the meeting.
- d) Locum Clerk
Circulated in advance of the meeting
- e) Committee reports
Cllr Roberts: SALC Working Group notes will follow.

54/26 Items for Next Agenda (10th March 2026)
Memorial Costs, Annual Parish Meeting.

Meeting Closed at 20.38

draft

Members of the Parish Council

Councillor	Responsibilities	Phone	Email
Merv Roberts	<ul style="list-style-type: none"> • Chair • Bank Signatory • Ex-officio staffing committee member • Ex-officio finance committee member 	07538677033	merv.roberts@shawbury-pc.gov.uk
John Vernon	<ul style="list-style-type: none"> • Vice Chair • Chair of Staffing Committee • Bank Signatory • Trees 	07508 406 252	john.vernon@shawbury-pc.gov.uk
Tim Davies Moss	<ul style="list-style-type: none"> • Chair of Finance Committee 	0800 193 0709 07532 001 001	tim.dm@shawbury-pc.gov.uk
Kelvin Pickering	<ul style="list-style-type: none"> • Burials • Member of Finance Committee 	07805 886 683	kelvin.pickering@shawbury-pc.gov.uk
Will Moss Jones	<ul style="list-style-type: none"> • Member of Finance Committee • Children's play areas 	07469 952 857.	will.mossjones@shawbury-pc.gov.uk
J Manley	<ul style="list-style-type: none"> • Member of Staffing Committee • Bank Signatory • Noticeboard 	07718 951 905 01939 250 616	jill.manley@shawbury-pc.gov.uk
Chris Vernon	<ul style="list-style-type: none"> • Member of Staffing Committee 		chris.vernon@shawbury-pc.gov.uk
Darren Cooper	<ul style="list-style-type: none"> • Moat and Glebe • Defibrillator 	07959 338 639	darren.cooper@shawbury-pc.gov.uk

Members of the Parish Council

Antony Foster	<ul style="list-style-type: none">• CCTV• Bank Signatory	07790 693 276	ant.foster@shawbury-pc.gov.uk
Glyn Jones		07929 718 608	glyn.jones@shawbury-pc.gov.uk
Dave Jenkins		07974 499 507	dave.jenkins@shawbury-pc.gov.uk

Maintenance Contracts

The Council has a number of maintenance/inspection arrangements in place. It is unclear how formal each arrangement is.

The table below lists any paid arrangements for 2025-26

Item	Provider	Spend in 2025-26 (Exc VAT)
Playground inspections	Shrewsbury Town Council	£1,677
Streetlighting Energy	Shropshire Council	£4,842
Streetlighting Maintenance	Highline	£2,968
Grounds Maintenance*	Nobridge	£1,909
Tree maintenance	Access2Trees	£660
Tree inspections	Forester & Arborist Services	£525
Waste Collection	M Vardell	£6,225
Miscellaneous Works	Matt Thorpe	£1,170

* see following sheet for information.

Nobridge Ltd

Grounds Maintenance

QUOTATION

To:
Shawbury Parish Council
6 Primrose Drive, Sutton Park
Shrewsbury, SY3 7TP

Our Ref: NLTD1461

Date: 26th March 2026

RE: Shawbury Playing Field

Thank you for your request for us to quote for the following works:

Description of works	Quantity	Price exc. VAT
To carry out mowing of village green within the inside of the bollard area To carry out mowing of the graveyard around the graves this to be cut with pedestrian mower arisings are collected and disposed of off site To carry out mowing of Hazeldine Crescent To carry out mowing Bridge Way		£193.00 Per operation
To carry out mowing of play area and bike track, to be carried out in conjunction with mowing of the graveyard To carry out mowing of the picnic area		£100.00 Per operation
To carry out mowing play area at Millbrook Drive		£25.00 Per operation
To carry out cutting either side of the paths including cutting of 1 meadow path		£70.00 Per operation
To carry out spraying to the edges of the paths		£75.00 Per operation
To carry out hedge cutting to graveyard and Bridge Way		£70.00 Per operation
	Total Amount Exc. VAT	

All prices plus VAT

I hope the above meets your requirements and look forward to your further correspondence.

Yours Sincerely
Chris/Dan Cope
Directors

Nobridge Nurseries,
Cold Hatton, Telford, Shropshire
TF6 6QB

Tel: 01952 541983

nobridgenurseries@btconnect.com





Minutes of the Meeting of the Finance Committee, 30th March 2026 at Shawbury Village Hall Starting at 6.30pm

Present

Councillors T Davies-Moss (Chair), W Moss-Jones, , K Pickering
Locum Clerk A Roberts
Members of the Public: None

1. Public Session.
No members of the public attended.
2. Apologies
None
3. Declaration of Disclosable Pecuniary or any other interests or requests for dispensations
None declared
4. Minutes of the Finance Committee Meeting held on 10th March 2026

Resolved: to approve as a correct record the minutes of the ordinary meeting of the Parish Council held on 13th January 2026. They were duly signed by the Chair.

5. Internal Control Checks
The Committee carried out Internal control checks covering the financial year 2025-26.
6. Finance Training
The dates of the training were noted.
7. Next Meeting
It was noted that the next meeting will take place at 6.30 on 12 May 2026

Meeting ended at 19.21

No statement yet



Bank reconciliation (Shawbury Parish Council 2025-2026) - registered on 06/01/2026

Shawbury Parish Council

Bank account: Savings Account Reconciliation as at: 31/03/2026

Balance per bank statement at 31/03/2026	2489.55
TOTAL NET BANK BALANCES at 31/03/2026	2489.55
The total net balances reconcile to the Cash Book (receipts and payments) as follows	
Opening balance at 01/04/2025	90622.39
Total receipts	75299.21
Total payments	-2532.05
Total transfers	-160900.00
Closing balance per cash book as at 31/03/2026 (must equal net bank balances above)	2489.55

Account Name
SHAWBURY PARISH COUNCIL

Account No 11903421 Sort Code 16-31-23 Page No 1 of 2



Royal Bank
of Scotland

00016366/00031810/327 C 0107420-0001-0
MR JOHN VERNON
SHAWBURY PARISH COUNCIL
10 CHURCH CLOSE
SHAWBURY
SHREWSBURY
SY4 4JX



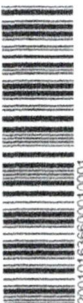
Switching Out Account

Summary	
Statement Date	17 MAR 2026
Period Covered	28 FEB 2026 to 17 MAR 2026
Previous Balance	£3,053.21
Paid In	£7.10
Withdrawn	£3,060.31
New Balance	ACCOUNT CLOSED
BIC	RBOSGB2L
IBAN	GB35RBOS16312311903421

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Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
28 FEB 2026	BROUGHT FORWARD			3,053.21
17 MAR	Interest 11903421LAST PER'D	7.10		3,060.31
	Debit CLOSING BAL TFR		3,060.31	0.00



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Show reconciled transactions (Shawbury Parish Council 2025-2026) - registered on 06/01/2026

Shawbury Parish Council

Details of bank reconciliation dated 31/03/2026 for Working Account

Date	Type	Reference	Supplier / customer	Description	Amount
Opening statement balance					3053.21
Reconciled transactions					
17/03/2026	Transfer	T47		Current Account Switch from RBS	-3060.31
17/03/2026	Receipt	R26	RBS	Interest	7.10
Reconciled Balance					-



Bank reconciliation (Shawbury Parish Council 2025-2026) - registered
on 06/01/2026

Shawbury Parish Council

Bank account: Working Account Reconciliation as at: 31/03/2026

Balance per bank statement at 31/03/2026	-
TOTAL NET BANK BALANCES at 31/03/2026	-
The total net balances reconcile to the Cash Book (receipts and payments) as follows	
Opening balance at 01/04/2025	3049.39
Total receipts	1155.60
Total payments	-44044.68
Total transfers	39839.69
Closing balance per cash book as at 31/03/2026 (must equal net bank balances above)	-

Your Account Statement



For Businesses. For Communities. For Good.

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

Miss Amanda Roberts
Shawbury Parish Council
Westmead
2 Tilley Road
Shrewsbury
SY4 5HA

Date: 31/03/2026

Account Name: Shawbury Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20549208

Your arranged overdraft limit is £0.00

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

Contact Us



Call us: **0345 140 1000**



Email us: us@unity.co.uk



Visit us: [unity.co.uk](https://www.unity.co.uk)

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
28/02/2026		Balance brought forward	£0.00	£0.00	£0.00
17/03/2026	Credit	NAME/ADDRESS NOT SUPPLIED	£0.00	£3,060.31	£3,060.31
18/03/2026	Credit	Frank Painter So	£0.00	£66.00	£3,126.31
26/03/2026	Transfer	Transfer from 20549211	£0.00	£4,000.00	£7,126.31

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Statement number 002

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Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
30/03/2026	Faster Payment Debit	B/P to: Village Players	£200.00	£0.00	£6,926.31
30/03/2026	Faster Payment Debit	B/P to: John Vernon	£38.60	£0.00	£6,887.71
30/03/2026	Faster Payment Debit	B/P to: Shawbury Cubs	£200.00	£0.00	£6,687.71
30/03/2026	Faster Payment Debit	B/P to: Amanda Roberts	£911.10	£0.00	£5,776.61
30/03/2026	Faster Payment Debit	B/P to: Shawbury Guides	£200.00	£0.00	£5,576.61
30/03/2026	Faster Payment Debit	B/P to: Mike Varndell	£525.00	£0.00	£5,051.61
30/03/2026	Faster Payment Debit	B/P to: Richard Bailey	£129.00	£0.00	£4,922.61
30/03/2026	Faster Payment Debit	B/P to: Severn Hospice	£200.00	£0.00	£4,722.61
30/03/2026	Faster Payment Debit	B/P to: Matthew Thorpe	£150.00	£0.00	£4,572.61
30/03/2026	Faster Payment Debit	B/P to: Amanda Roberts	£115.24	£0.00	£4,457.37
30/03/2026	Faster Payment Debit	B/P to: HMRC	£347.68	£0.00	£4,109.69
30/03/2026	Faster Payment Debit	B/P to: Per Pro Services	£135.00	£0.00	£3,974.69
30/03/2026	Faster Payment Debit	B/P to: Crane Counselling	£200.00	£0.00	£3,774.69
30/03/2026	Faster Payment Debit	B/P to: Access2Trees	£492.00	£0.00	£3,282.69
31/03/2026	Fee	Service Charge	£5.00	£0.00	£3,277.69



Show reconciled transactions (Shawbury Parish Council 2025-2026) -

registered on 06/01/2026

Shawbury Parish Council

Details of bank reconciliation dated 31/03/2026 for UTB Current Account

Date	Type	Reference	Supplier / customer	Description	Amount
Opening statement balance					-
Reconciled transactions					
17/03/2026	Transfer	T47		Current Account Switch from RBS	3060.31
18/03/2026	Receipt	R26	Frank Painter and Son	Patricia Kynaston	66.00
23/03/2026	Payment	88.25	Mike Varndell	Litter collection	-525.00
23/03/2026	Payment	99.25	Access2Trees	Hedge Cutting	-492.00
23/03/2026	Payment	98.25	Per Pro Services	Interim Governance Review	-135.00
23/03/2026	Payment	97.25	EB Smith Ltd	Shed Padlock	-33.00
23/03/2026	Payment	97.25	Shropshire Council	Car parking	-5.60
23/03/2026	Payment	96.25	Crane Quality Counselling	S137 Grant 2025-26	-200.00
23/03/2026	Payment	95.25	Severn Hospice	S137 Grant 2025-26	-200.00
23/03/2026	Payment	94.25	Shawbury Players	S137 Grant 2025-26	-200.00
23/03/2026	Payment	93.25	Shawbury Guides	S 137 Grant 2025-26	-200.00
23/03/2026	Payment	92.25	Shawbury Scouts	S137 Grant 2025-26	-200.00

23/03/2026	Payment	91.25	Amanda Roberts	Mileage	-5.40
23/03/2026	Payment	91.25	Amanda Roberts	Postage	-14.75
23/03/2026	Payment	91.25	Amazon	Printer Ink (AR Reimbursed)	-95.09
23/03/2026	Payment	89.25	Amanda Roberts	Salary February Hours	-911.10
23/03/2026	Payment	90.25	HMRC	NI and PAYE Feb Hours	-347.68
26/03/2026	Transfer	T47		Transferred to cover invoice pay	4000.00
31/03/2026	Payment	102.25 DD	Matthew Thorpe	Bus shelter maintenance and clea	-150.00
31/03/2026	Payment	101.25 DD	Oakgate Nursery	Compost and bedding plants (R Ba	-129.00
31/03/2026	Payment	100.25 DD	Unity Trust Bank	Charges 9.2.26 - 28.2.26	-5.00
Reconciled Balance					3277.69



Bank reconciliation (Shawbury Parish Council 2025-2026) - registered
on 06/01/2026

Shawbury Parish Council

Bank account: UTB Current Account Reconciliation as at: 31/03/2026

Balance per bank statement at 31/03/2026	3277.69
TOTAL NET BANK BALANCES at 31/03/2026	3277.69
The total net balances reconcile to the Cash Book (receipts and payments) as follows	
Opening balance at 01/04/2025	-
Total receipts	66.00
Total payments	-3848.62
Total transfers	7060.31
Closing balance per cash book as at 31/03/2026 (must equal net bank balances above)	3277.69

Your Account Statement



For Businesses. For Communities. For Good.

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

Miss Amanda Roberts
Shawbury Parish Council
Westmead
2 Tilley Road
Shrewsbury
SY4 5HA

Date: 31/03/2026

Account Name: Shawbury Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20549211

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For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

Contact Us



Call us: **0345 140 1000**



Email us: us@unity.co.uk



Visit us: [unity.co.uk](https://www.unity.co.uk)

Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
28/02/2026		Balance brought forward	£0.00	£0.00	£118,000.00
26/03/2026	Transfer	Transfer to 20549208	£4,000.00	£0.00	£114,000.00
31/03/2026	Credit Interest	Credit Interest	£0.00	£219.36	£114,219.36

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Statement number 002

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Bank reconciliation (Shawbury Parish Council 2025-2026) - registered

on 06/01/2026

Shawbury Parish Council

Bank account: UTB Savings Account Reconciliation as at: 31/03/2026

Balance per bank statement at 31/03/2026	114219.36
TOTAL NET BANK BALANCES at 31/03/2026	114219.36
The total net balances reconcile to the Cash Book (receipts and payments) as follows	
Opening balance at 01/04/2025	-
Total receipts	219.36
Total payments	-
Total transfers	114000.00
Closing balance per cash book as at 31/03/2026 (must equal net bank balances above)	114219.36



Show reconciled transactions (Shawbury Parish Council 2025-2026) -
registered on 06/01/2026

Shawbury Parish Council

Details of bank reconciliation dated 31/03/2026 for UTB Savings Account

Date	Type	Reference	Supplier / customer	Description	Amount
Opening statement balance					118000.00
Reconciled transactions					
26/03/2026	Transfer	T47		Transferred to cover invoice pay	-4000.00
31/03/2026	Receipt	R27	Unity Trust Bank	Interest Q4	219.36
Reconciled Balance					114219.36

Shawbury Parish Council

Budget report from 1-Apr-2025 to 31-Mar-2026 (figures exclude VAT)

Payments	Period		
	Budget	Actual	Variance
Other Payments			
Miscellaneous Payments	0.00	25.00	-25.00
Total Other Payments	<u>0.00</u>	<u>25.00</u>	<u>-25.00</u>

Administration			
General Administration	0.00	93.99	-93.99
Bank Charges	0.00	5.00	-5.00
Website / IT	450.00	627.50	-177.50
Councillor Expenses	100.00	4.67	95.33
Audit	850.00	875.00	-25.00
Rents	2,500.00	1,550.00	950.00
Training	300.00	210.00	90.00
Insurance	2,750.00	3,082.50	-332.50
Affiliations	1,250.00	1,333.47	-83.47
Election Costs	1,000.00	155.00	845.00
Total Administration	<u>9,200.00</u>	<u>7,937.13</u>	<u>1,262.87</u>

Asset Management			
Streetlight Maintenance	6,000.00	2,968.00	3,032.00
Streetlights Energy	0.00	4,842.35	-4,842.35
Streetlight Upgrades	3,000.00	0.00	3,000.00
Play Area Insp / Maint	5,000.00	1,676.85	3,323.15
Moat / Glebe Areas	4,000.00	282.86	3,717.14
Hedge / Grass Cutting	9,000.00	2,584.47	6,415.53
CCTV	3,000.00	0.00	3,000.00
Tree Maintenance	2,000.00	1,185.00	815.00
Moat/Glebe/Field path mtce	3,400.00	0.00	3,400.00
Playing Field	500.00	0.00	500.00
Cycle Track	500.00	0.00	500.00
Fitness Area	500.00	0.00	500.00
Car Park	200.00	0.00	200.00
Defibrillator	200.00	926.25	-726.25
Seats/Bus shelters	500.00	150.00	350.00
Parish War Memorial	0.00	368.74	-368.74
Allotment Costs	0.00	27.50	-27.50
Total Asset Management	<u>37,800.00</u>	<u>15,012.02</u>	<u>22,787.98</u>

Burial Ground			
Burial Ground Costs	500.00	2,726.13	-2,226.13
Total Burial Ground	<u>500.00</u>	<u>2,726.13</u>	<u>-2,226.13</u>

Environment

Litter collection	6,500.00	6,225.00	275.00
Env Mtce Project	3,000.00	50.00	2,950.00
Floral Gateways	650.00	344.17	305.83
Parish Paths	1,000.00	50.00	950.00
Total Environment	11,150.00	6,669.17	4,480.83

Community

Community Awards	100.00	71.70	28.30
Grants/Donations S137	1,000.00	1,000.00	0.00
Total Community	1,100.00	1,071.70	28.30

Staffing

Staff - non salary costs	900.00	392.89	507.11
Salary, NI, Payroll Costs	12,500.00	13,229.67	-729.67
Total Staffing	13,400.00	13,622.56	-222.56

Total Payments

73,150.00	47,063.71	26,086.29
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Receipts

	Period		
Budget	Actual	Variance	

Other Receipts

Bank Interest	1,400.00	1,470.19	70.19
CIL / Neighbourhood Fund	1,320.00	405.00	-915.00
Miscellaneous Receipts	500.00	9,364.13	8,864.13
Burial Income	500.00	1,452.85	952.85
Floral Gateways Donation	0.00	400.00	400.00
Grants Received	0.00	4,798.00	4,798.00
Total Other Receipts	3,720.00	17,890.17	14,170.17

Precept

Precept	58,850.00	58,850.00	0.00
Total Precept	58,850.00	58,850.00	0.00

Total Receipts

62,570.00	76,740.17	14,170.17
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Earmarked Reserves

Background

On 31 March 2026 the Council had a general reserve of £100354 and the following earmarked reserves:

Neighbourhood CIL	£3547.86
VAS Signage	£9596
Moat/Glebe Path Repairs	£3450
CCTV	£3000

Earmarked Reserves

The expenditure budget for £2024-25 was underspent by £26,000 and it is suggested that the underspend is earmarked as shown below:

Streetlight Upgrades and replacements	3,000
Play equipment	3,500
Moat / Glebe Areas	3,500
CCTV	3,000
Moat/Glebe/Field path	4,000
Playing Field	500
Cycle Track	500
Fitness Area	500
Car Park	200
Seats/Bus shelters	350
Parish War Memorial	1,000
Burial Ground	1,000
Parish Environmental Projects	3,000
Parish Paths	950
Elections	1,000
Total	£26,000

Decision Required

Should the underspend from 2024-25 should be allocated as set out above?

Should the creation of other earmarked reserves be recommended by the Finance Committee?

A Roberts

9.4.26

Progress on Actions arising from Council Resolutions

Council Resolution	Progress	Notes
Develop induction packs, including information on assets and contractors		Agenda item
Set up new bank users		
Make contact with new owners re moving defibrillator		Agenda item
Contact Football club for information about use of fundraising		Request sent – no reply

Other Actions (including those not covered in resolutions)

Action	Progress	Notes
Take action to fill casual vacancy		Agenda item
Policy Revisions		See below
Year end actions		ongoing
Works order for Vehicle Activated Signs		Raised – not completed
Streetworks information		Email sent
Maintenance of paths around playing field		
Detailed list of Nobridge work		Agenda Item
Trophies and certificates		In progress

Policy Updates

Policy	Progress	Policy	Progress
Standing Orders	Adopted	Scheme of Delegation	Adopted
Financial Regulations	Adopted	Reserves	Adopted
Code of Conduct	Adopted	Communications	Adopted
Co-options Procedure	Adopted	Website Management	Adopted
GDPR Policies	Adopted	Planning Policy & Procedure	Adopted
Training	Adopted	Confirming Local Connections	Adopted
IT & Email	Adopted	Business Continuity Plan	Adopted
Social Media	Adopted	Business Risk Assessment	Adopted
Equality & Diversity	Adopted	Health & Safety Statement	Adopted
Complaints Procedure	Adopted	Asset Register	Adopted
Grants and Donations	Adopted	CCTV	In progress
Statement of Internal Controls	Adopted	Burials Procedure	In progress