

Chawleigh Parish CouncilWednesday 16th April 2025

There was a meeting of Chawleigh Parish Council on Wednesday 16th April 2025 at 7.30pm held in the Chawleigh Village Hall.

Members Present: Parish Councillors Steve Godley (Chairman); Daphne Cockram; Roger Ayling; Jan Flavin; Clive Eginton; Henry Martin; Adam Westaway.

Also Present: District Cllr. Steve Keable; County Cllr. Margaret Squires.

In attendance: Rob Martin (Parish Clerk)

1 member of the public

MINUTES

2425-183 APOLOGIES

There were no apologies for absence

2425-184 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

Declarations of Personal Interest were received from:

- The Chairman in relation to anything on the playing field & CCT
- Cllr. Cockram as a trustee of the Parish Lands Charity and the Playing Field Committee
- Cllr. Flavin whose husband is chairman of the CCT
- Cllr. Martin as a trustee of the Parish Lands Charity
- Cllr. Eginton as a trustee of the Parish Lands Charity

2425-185 MINUTES

Cllr. Eginton's declaration of a personal interest in the Parish Lands Charity had been omitted from the draft minutes. This was added manually and on a proposal by Cllr. Martin, seconded by Cllr. Ayling, it was **Resolved** to approve, as a correct record, the adjusted minutes of the Parish Council Meeting held on 19th March 2025.

2425-186 COUNCIL REPORTS

a) To receive the Clerk's Report

The clerk reported that in relation to a revised website, of the ones he had to update regularly, the Lapford PC site was the most user-friendly. This had been built two years earlier by Mark at Narked Ltd for what was then a reasonable price. Cllr. Westaway and others were asked to look at the site and decide whether a version of this would be suitable for Chawleigh PC. If so, the clerk would contact the developer and request a price for Chawleigh Parish Council.

b) To receive the Chairman's Report

The chairman reported on the bus services through Chawleigh now had a new timetable, effective from 20th April 2025.

c) Other Councillor Reports

Cllr. Cockram had reported highway damage on the County Highways website along

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with others but had received a response that there was nothing to do. County Cllr. Squires suggested ringing the call centre and reporting the matter that way which would result in her being notified and she would then take the matter up directly.

Cllr. Martin reported on concern in Belles Close that one property had rubbish bags strewn over its garden and this was attracting rats. It was cleared up some time ago to some extent but anything that was not in bags had been left.

District Cllr. Keable was aware of the problem and Street Scene were timetabled to return and clear it all again. There were other matters of concern with the residents, and he would contact the neighbours who had officially complained and try to resolve the issues.

Cllr. Martin undertook to contact local organisations for their reports to be presented at the Annual Parish Meeting.

Cllr. Westaway reported on Rural Crime – he had been affected twice recently and he knew of others who had lost diesel as well. The police would be attending his property on 27th May 2025 where equipment and machinery would be marked, and he would advertise this when he had more details.

The Chairman adjourned the meeting to allow public participation

2425-187 PUBLIC AND OTHER BODIES' SESSION

To hear reports from and allow questions to be asked to District and County Councillors and to take any questions from members of the public.

a) County Councillor

Cllr. Squires reported on her experiences with rural crime in a previous life, saying that the thieves target what they know they can get rid of, and the second visit is to steal the new replaced equipment.

The work on Devolution & Reorganisation was continuing. She would write to the highways team before she finishes as a county councillor to highlight the need to work to the footpath criteria for repair in places where there are no footpaths because of the danger to pedestrians of falling.

b) District Councillor

Cllr. Keable reported, as follows:

1. **Mid Devon's' Recycling** - Our District is now in the top 5% of performing Councils in the country with £1m income that off-set the cost of waste to Council Tax Payers to equivalent of £1 per collection. Everyone – 'thank you' as this is a collective effort by all residents.
2. **Feedback from Residents Survey** - The resident and budget survey ran from 30 October to 11 December 2024, with 433 residents completing the questionnaire. Key findings from this latest survey include:
 - Percentage of residents that are very or fairly satisfied with the way the Council runs things increased from 41.1% to 51.8%.
 - Percentage of residents that are very or fairly satisfied with the Council's customer service towards residents and/or businesses increased from 33.7% to 42.3%. For details: <https://democracy.middevon.gov.uk/documents/s32921/RS24%20Report.pdf>

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3. **Active Mid Devon Re-branding of Mid Devon Leisure** – with a new vision to inspire people to be happier and healthier. <https://www.middevon.gov.uk/mid-devon-is-now-active/> Mid Devon leisure customers can now benefit from a new Mid Devon Active app for • Booking and managing classes • View real time schedules • Join waiting lists • Set reminders. <https://www.middevon.gov.uk/dive-in-to-active-mid-devon-s-new-app/>
4. **Devolution & Local Government Reorganisation** – 28th November is the deadline for submissions to Government. The District Council are pooling resources to work through joint consultants on 1:4:5. DCC has put forward 5 options: these will be considered by the new Council after 1st May.
5. **State of the District Debate** – this annual event has been deferred due to the County Council Elections and is being scheduled for 25th June – where Local Government Reorganisation in Devon will be theme.
6. **Tribute to Cllr Frank Letch MBE** – Sadly on Tuesday 8 April 2025, the Council's current Chairman, and a very well-known figure in the Crediton community and beyond, Councillor Frank Letch MBE, died following an illness. Frank had Chaired several community meetings in Lapford. <https://www.middevon.gov.uk/a-tribute-to-councillor-frank-leitch-mbe/>

c) There were no **members of the public** present

The Chairman reconvened the meeting

2425-188 COOPTION OF COUNCILLORS

No-one had come forward to fill the vacancies.

2425-189 PUBLIC RIGHTS OF WAY (PROW)

The potential volunteer for the P3 coordinator role had not attended this meeting. The clerk pointed out that there was already £1,900 in hand from previous P3 claims, so there was little point in applying for money in the current year, until the funding in hand had been spent.

2425-190 VE DAY 80th ANNIVERSARY

Cllr. Ayling reported that everything appeared to be going smoothly.

2425-191 JUBILEE HALL WATER

The chairman had boxed in the valve but had not yet told anyone else the access number. He was waiting for the next bill to arrive.

2425-192 ELECTRICITY SUPPLY POLE REMOVAL

No further removals had taken place since the last meeting. The clerk would email National Grid to ask what the plans were for the removal.

2425-193 HIGHWAYS

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The Road Warden scheme was discussed with the clerk pointing out that the crucial part was identifying people wishing to volunteer for the role. The county council had funds available for the equipment and some of the training, but the recruitment of willing volunteers was crucial. It was agreed that CPC would allocate an area of the parish to each councillor in order to report back. Cllr. Martin undertook to work out the division of the parish into seven areas.

2425-194 CHAWLEIGH COMMUNITY LAND TRUST

The completion date for the site acquisition was set for late May 2025 and the Trust had been hit with a requirement for a substantial sum by the Church Commissioners for access across a 'ransom strip' which was holding matters up.

2425-195 CHAWLEIGH WELCOME PACK

The chairman had acquired a new printer, quality paper and cartridges, supplied by the parish council, upon which he had produced 190 copies of the welcome pack. Cllr. Ayling had folded and stapled these together and 145 had gone out through the village. The principle of producing the packs in-house seemed to work well and more copies would be printed and collated.

(Post-meeting update – 250 Welcome Packs had been produced and circulated within the parish by 30th April 2025)

2425-196 VILLAGE CLEAN-UP

The village clean-up would take place on 26th April 2025 a date that was being advertised.

2425-197 TARKA LINE

It was confirmed that the parish council sign up as a member of the North Devon Railway Development Alliance (NDRDA) in order to keep up to date on the future of the rail services.

2425-198 PLAYING FIELD EQUIPMENT

In order to demonstrate it is consulting with the community, the chairman and Cllr. Cockram would be doing a survey at Chawleigh Fair to get responses on suggested items of play equipment to replace the damaged item.

2425-199 PARISH COUNCIL WEBSITE

Dealt with in the clerk's report above (2425-186a) where a price would be sought from the developer of the Lapford website.

2425-200 CHAWLEIGH VILLAGE STORE

The clerk had been informed again that the store was able to continue to run with sufficient funds to replace stock. The retention of the post office service was crucial. It was agreed that the clerk come back with a proposal to assess the grant given against what was achieved by making it.

Chawleigh Parish CouncilWednesday 16th April 2025**2425-201 2024/2025 BANK RECONCILIATION**

On a proposal by the Cllr. Flavin, seconded by Cll. Eginton, it was **Resolved** to approve the 31st March 2025 Bank Reconciliation statement.

2425-202 2024/2025 RECEIPTS & PAYMENTS COMPARED TO BUDGET

On a proposal by the Cllr. Flavin, seconded by Cllr. Eginton, it was **Resolved** to adopt the statement of Receipts and Payments compared to Budgets for the period from 1st April 2024 to 31st March 2025.

2425-203 2024/2025 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) – EXEMPT

On a proposal by Cllr. Cockram, seconded by Cllr. Martin, it was **Resolved** to receive and approve the attached AGAR document and declaration that the parish council is exempt from needing a limited assurance review on the basis that neither its income or expenditure for the year exceeded £25,000.

2425-204 RECEIPTS & PAYMENTS SCHEDULE

On a proposal by Cllr. Cockram, seconded by Cllr. Martin, it was **Resolved** to approve the payment of the invoices on the schedule below for the period since the last meeting:

PAYMENTS

Payment to	Services	Month	Amount £	Payment No.
2024/2025				
Jubilee Hall	Room Rent	PC	30.00	2425-33
Jubilee Hall	Room Rent	Lunches	25.00	2425-34
Amazon	Stationery - Chawleigh Welcome Pack	Steve Godly	184.90	Card
2025/2026				
Lilian Jones	Caretaker	April 2025	152.08	SO
RJ Martin	Salary	April 2025	365.10	2526-01
HMRC	Tax Deduction	April 2025	91.40	2526-01
HMRC	Employer's NI	April 2025	5.92	2526-01
IONOS	Website Domain	April 2025	7.20	Card
IONOS	Email Access	April 2025	7.20	Card
Countrywide Grounds Maintenance	Grass Cutting	March 2025	242.17	2526-02
Devon Association of Local Councils	Subscription	6397	265.66	2526-02
Clyst Honiton Parish Council	SLCC Subscription	252603	54.00	2526-02

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Steve Godly	Printerbase - Printer for Welcome Pack	772155	112.99	2526-02
Steve Godly	RBLI - VE Day Lamp Post Sign	Order No. 130207	63.87	2526-02
Steve Godly	Trophies Plus – VE Day commemorative pins	Order No. 716109	110.40	2526-02
Lloyds Bank	Bank Charges	April 2025	4.25	DD
Jubilee Hall	Room Hire	16 April 2025	30.00	2526-03
Roger Ayling	VE Day Consumables	Amazon	20.38	2526-03

RECEIPTS

Receipt from	Services		Amount £	Method
2024/2025				
Jane Hall	Shop Rental		213.45	BC
NatWest Bank	Interest		4.41	BC
2025/2026				
Mid Devon District Council	Precept		8,160.00	BC

2425-205

PLANNING APPLICATIONS

To consider the following Planning Applications and to agree comments:

a) Planning Applications made since the last meeting

Reference	Location	Proposal
25/00470/MOUT	Land at NGR 270904 112818 (The Barton) Belle Vue Chawleigh	Variation of conditions 9, 10 and 16 of planning permission 19/00718/MOUT (Outline for the erection of 26 dwellings) to require submission of details prior to above ground level development taking place Decision: On proposal by Cllr. Flavin, seconded by Cllr. Martin – Neutral

b) Decisions made by Mid Devon District Council since the last meeting

Reference	Location	Proposal	Decision
25/00302/CAT	Tower View Chawleigh Chulmleigh Devon	Notification of intention to remove 1 Cherry tree within the Conservation Area	No Objection

c) Other Planning Matters

None

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The Annual meeting of Chawleigh Parish Council is scheduled to be Wednesday 28th May 2025, in Chawleigh Village Hall immediately following the **Annual Parish Electors' Meeting** on the same date starting at 7.00pm.

2425-207 MEETING CLOSURE

The meeting was closed at 9.40pm

Signed:.....

Date:.....

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST

BUSINESS RISK ASSESSMENT 2025/26

Overview

Risk management is the process whereby Chawleigh Parish Council (the Council) methodically addresses the risks associated with what the Council does and the services which it provides. The Council should identify potential risks, then take all necessary steps to reduce or eliminate the risk, as far as it is reasonably practicable to do so. The Risk Register enables the Council to identify and assess the risks that it faces and to minimise them. The Risk Register is a "living" document and will be updated by the Clerk as and when required. It will be formally reviewed by the Council once a year in May.

Risk Score:		
Low 1 - 6	Medium 8 - 12	High 15 - 25

Subject	Risk Description Likelihood x Impact	Responsibility	Management & Control of Risk	Review & Action Required
FINANCIAL				
Precept & budget	Failure to set precept within sound budgeting arrangements 1 x 3 = 3	Councillors	<ul style="list-style-type: none">When calculating the precept, a detailed budget report showing the previous year, current year and next two years projections is considered by before a decision is made in January.	Maintain existing arrangements
Precept & budget	Overspend of operational budget 3 x 3 = 9	Councillors	<ul style="list-style-type: none">Expenditure against budget reviewed on a quarterly basis by the Councillors responsible for Financial Review.Detailed budget reports presented to each full Council meeting.	Maintain existing arrangements
Precept & budget	Failure to submit precept information to MDDC in timely fashion 2 x 1 = 2	Clerk	<ul style="list-style-type: none">The information is submitted to Mid Devon District Council in a timely fashion.	Maintain existing arrangements

Subject	Risk Description Likelihood x Impact	Responsibility	Management & Control of Risk	Review & Action Required
Annual Return	Failure to complete Annual Return accurately or on time 3 x 3 = 9	Councillors & Clerk	<ul style="list-style-type: none"> Clerk attends training and development events as required. Annual Return is reviewed by an Internal Auditor for sign-off before submission to the External Auditors. Councillors responsible for Financial Review checks the Annual Return before presentation to a full Council meeting for approval. 	Maintain existing arrangements
Cash management	Risk of incorrect management of cash		NOT APPLICABLE - No petty cash or cash transactions	
VAT regulations	Non-compliance with VAT regulations 2 x 3 = 6	Clerk	<ul style="list-style-type: none"> Clerk has attended training. Reclaim VAT online at least once every six months including each year-end. 	Maintain existing arrangements
Financial records & reporting	Failure to keep proper or adequate financial records 1 x 3 = 3	Councillors & Clerk	<ul style="list-style-type: none"> Invoices checked for accuracy and for receipts of goods and services. A hard copy of an invoice is filed, together with the reference payment information, e.g. cheque number and date cheque cleared. A hard copy of an online payment is filed, together with reference payment information, e.g. date payment approved. The year's receipts and payments are made available on the Council's website. The last six years financial records are archived. Bank statements are regularly downloaded as part of the annual financial records. Internal and external audit reports presented to Councillors. 	Maintain existing arrangements
Financial records & reporting	Risk of financial irregularities, e.g. expenditure without proper authority 2 x 3 = 9	Councillors & Clerk	<ul style="list-style-type: none"> List of receipts and bank balances is a standing agenda item at each full Council meeting. The list of payments is a standing agenda item for approval at each full Council meeting. Councillors responsible for Financial Review check quarterly budget and bank reconciliation reports. 	Maintain existing arrangements

Subject	Risk Description Likelihood x Impact	Responsibility	Management & Control of Risk	Review & Action Required
			<ul style="list-style-type: none"> The Council's Financial Regulations are in place and are reviewed annually in May. Fidelity Guarantee £50k (i.e. employee's dishonesty based on a formula of total balances plus 50% of precept) 	
Receipt of grant funding	Risk of irregular use of received grant funds 2 x 3 = 6	Clerk & councillors	<ul style="list-style-type: none"> Procedure for submitting grant applications adopted. Log and records of grant applications and completion reports maintained. Grant accounts recorded separately in the Council accounts. 	Maintain existing arrangements
Allocation of grant funds	Risk of irregular use of allocated grant funds 1 x 3 = 3	Clerk & councillors	<ul style="list-style-type: none"> Grant Funding Policy adopted. Log and records of allocated grants and completion reports maintained. 	Maintain existing arrangements
Insurance	Risk of no insurance cover in place 1 x 5 = 5	Clerk & councillors	<ul style="list-style-type: none"> The insurance cover is paid annually in June, following a reminder from the insurers. The Council has, in the past signed up to a three-year long-term arrangement with 5% discount. 	Maintain existing arrangements
Insurance	Risk of insufficient insurance cover provision 1 x 5 = 5	Councillors & Clerk	<ul style="list-style-type: none"> Insurance cover needs to be reviewed annually to ensure complete cover is provided. The Asset Register needs to be updated annually before June to ensure all assets are insured appropriately. Insurance cover set for: - <ul style="list-style-type: none"> Public Liability £10m Employers Liability £10m (includes Official's indemnity) Fidelity Guarantee £50k (i.e. employee's dishonesty based on a formula of total balances plus 50% of precept) Hirer's Liability £2m Libel & slander £250k Legal expenses £100k Money 	Maintain existing arrangements

Subject	Risk Description Likelihood x Impact	Responsibility	Management & Control of Risk	Review & Action Required
			<ul style="list-style-type: none"> Personal accident Business interruption £500 Property public toilet and contents Office content (at Clerk's home) Assets 	
Third parties	Risk to third party property or individuals $1 \times 5 = 5$	Clerk & councillors	<ul style="list-style-type: none"> Public Liability Insurance for £10m in place 	Maintain existing arrangements
Banking	Potential for fraud or theft $2 \times 3 = 6$	Councillors & Clerk	<ul style="list-style-type: none"> Two authorised signatories are required on cheques and online batch documentation Bank mandate for authorised signatories to be reviewed annually in May and after a vacancy arises. Payments are made as due ensuring approval at a full Council meeting is obtained either before or after payment. The Payments list is a standing agenda item at full Council meetings. Details on the invoices are checked against the payment documentation which is signed by two signatories. Bank statements checked as part of the monthly bank reconciliation exercise. Fidelity Guarantee insurance for £50k held. 	Maintain existing arrangements
Banking	Risk of incorrect payments and bank mistakes $3 \times 4 = 12$	Clerk	<ul style="list-style-type: none"> The Council's Financial Regulations set out the requirements for banking, cheques and reconciliation of accounts. The Financial Regulations are reviewed annually in May. 	Maintain existing arrangements
Banking	Risk of fraud/ incorrect payments/transfer via internet banking $4 \times 3 = 12$	Clerk/RFO	<ul style="list-style-type: none"> Councillors regularly check banking app to ensure payments processed are in accordance with council decisions. Use of Scribe accounts, production of its reports and bank reconciliations to ensure internal checks in place. 	Maintain existing arrangements

Subject	Risk Description Likelihood x Impact	Responsibility	Management & Control of Risk	Review & Action Required
Best value for money	Failure to seek best value 3 x 3 = 9	Councillors	<ul style="list-style-type: none"> The Council's Financial Regulations set out the requirements for seeking quotes/tenders for works. Sufficient quotes/tenders are presented to full Council agreement for approval before work is agreed or payment made, as laid down in Financial Regulations. The Financial Regulations are reviewed annually in May. 	Maintain existing arrangements
Election costs	Risk of unexpected election costs after a vacancy arises 2 x 2 = 4	Councillors	<ul style="list-style-type: none"> A by-election may be called following a casual vacancy. The cost would be in the region of £1,500 and this is covered by the Council's general contingency reserve. The reserves are reviewed annually as part of the budget setting exercise. 	Maintain existing arrangements
COUNCIL MANAGEMENT				
Councillors	Failure to perform role adequately 3 x 3 = 9	Councillors	<ul style="list-style-type: none"> Councillors are provided with adequate training and development opportunities, as well as reference materials and access to assistance. Induction training for new councillors is provided by the Clerk. Training & Development is approved at full Council meetings. Council representation on external bodies and roles and responsibilities are reviewed annually in May. Training & development Policy in place. 	Maintain existing arrangements
Councillors	Failure to declare conflicts of interests or incomplete Register of Interests 2 x 4 = 8	Councillors & Clerk	<ul style="list-style-type: none"> Code of Conduct adopted Declaration of interests and requests for dispensations are a standing agenda item at full Council meetings. Register of Members' interests to be maintained and this is a standing agenda item at a full Council meeting. 	Maintain existing arrangements
Councillors	Breach of confidentiality 2 x 4 = 8	Councillors & Clerk	<ul style="list-style-type: none"> Confidential files and emails clearly marked. Code of Conduct adopted. 	Maintain existing arrangements

Subject	Risk Description Likelihood x Impact	Responsibility	Management & Control of Risk	Review & Action Required
Councillors	Failure to attract candidates for councillor vacancies 3 x 3 = 9	Councillors	<ul style="list-style-type: none"> Members reminded of confidentiality matters when required. Communications & Media Policy in place. Vacancies are actively publicised, e.g. on Council's website and in the local magazine. Information on the roles and responsibilities is available on the Council's website. Co-option Policy in place which is reviewed every four years. 	Maintain existing arrangements
Powers & duties	Illegal activity or payment 2 x 5 = 10	Councillors & Clerk	<ul style="list-style-type: none"> Items on the agenda describe the action required by the Council, e.g. whether to resolve to approve a decision or to note the information. All activity and payments within the powers of the Council are resolved and recorded in the minutes at full Council meetings. Clerk verifies the legal position for any new proposal. The Council is a member of the Devon Association of Local Councils, and the clerk a member of the Society for Local Council Clerks. 	Maintain existing arrangements
Powers & duties	Failure to meet the Council's statutory duties 1 x 5 = 5	Councillors & Clerk	<ul style="list-style-type: none"> The Council's duties are resolved and recorded in the minutes at full Council meetings, e.g. election of the Chairman at the Annual Meeting of the Council in May. 	Maintain existing arrangements
Meetings	Failure to conduct the Council's business properly 1 x 3 = 3	Chairman	<ul style="list-style-type: none"> Business conducted at Council meetings should be managed by the Chairman according to the agreed Standing Orders. The Standing Orders are reviewed annually in May. The Chairman should be provided with training and development opportunities. 	Maintain existing arrangements
Meetings	Council decisions not implemented 3 x 3 = 9	Councillors & Clerk	<ul style="list-style-type: none"> Council meetings are quorate. Accurate recording of Council business is made in the minutes. 	Record attendance at meetings.

Subject	Risk Description Likelihood x Impact	Responsibility	Management & Control of Risk	Review & Action Required
Meetings	Lack of public participation 3 x 3 = 9	Chairman	<ul style="list-style-type: none"> Draft minutes are approved at the next full Council meeting and signed by the Chair. The Council meetings are publicised on the Council's website and in the local magazine. A public participation session is a standing agenda item at Council meetings. Seating is available for members of the public to attend Council meetings. Communications & Media Policy in place. Protocol for recording and filming Council meetings in place. Notice for recording and filming Council meetings published. 	Maintain existing arrangements.
Minutes, agendas and notices	Statutory documents not accurate 2 x 3 = 6	Councillors & Clerk	<ul style="list-style-type: none"> Draft minutes are circulated to the Chairman and Vice-Chairman for comment before circulation to the Council. Draft minutes approved as a correct record and signed at the next Council meeting. Amendments are recorded in the minutes. Freedom of Information Policy in place. Publication Scheme in place and updated at least annually. 	Maintain existing arrangements.
Website management	Website not available or the content is not accurate 2 x 3 = 6	Clerk	<ul style="list-style-type: none"> Website content updated regularly. Website hosted on Community website. Website Management Policy in place. 	Maintain existing arrangements.
EMPLOYEES				
Clerk	Non-compliance with employment law 3 x 4 = 12	Councillors & Clerk	<ul style="list-style-type: none"> Job description and contract agreed. Staff Appraisal Policy in place. Employer Liability Insurance in place £10m (includes Official's indemnity) 	Develop Grievance Policy Develop Disciplinary Policy Schedule annual staff appraisal

Subject	Risk Description Likelihood x Impact	Responsibility	Management & Control of Risk	Review & Action Required
			<ul style="list-style-type: none"> Fidelity Guarantee £50k (i.e. employee's dishonesty based on a formula of total balances plus 50% of precept) 	
Clerk	Role performed inadequately 2 x 3 = 6	Councillors & Clerk	<ul style="list-style-type: none"> The Clerk is provided with training and development opportunities and reference materials. Clerk has a job description and a Contract of Employment, which are reviewed as part of the Staff appraisal process. A staff appraisal should take place on an annual basis in December. A report, with recommendations, is presented to a full Council meeting for consideration. The Staff Appraisal Policy is reviewed on a four-yearly basis in May. 	Schedule annual staff appraisal
Clerk	Risk of job-related injury or illness 2 x 4 = 8	Councillors	<ul style="list-style-type: none"> Employers Liability for £10m held, includes Official's indemnity. Risk Assessments carried out to ensure safe practices 	Maintain existing arrangements
Clerk	Risk of salary and expenses being paid incorrectly 3 x 3 = 9	Councillors & Clerk	<ul style="list-style-type: none"> Expenses are presented with receipts to the Council as part of the payment list approval, in accordance with the Allowance & Subsistence Policy, which is reviewed every four years in May. 	Maintain existing arrangements
Clerk	Risk that payments are not made to HMRC 4 x 3 = 12	Clerk & councillors	<ul style="list-style-type: none"> Monthly Real Time Information (RTI) system is run and the HMRC PAYE information is submitted monthly. 	Periodic councillor checks to be made on the payments being made
ASSETS, INCLUDING BUILDINGS				
Assets & Building	Risk of damage or injury to third party 2 x 3 = 6	Councillors	<ul style="list-style-type: none"> Public Liability Insurance for £10m held Risk assessments are carried out to ensure safety 	Maintain existing arrangements
Assets & building	Risk of damage to assets	Councillors	<ul style="list-style-type: none"> Insurance cover held for the Council's assets and buildings. 	Maintain existing arrangements

Subject	Risk Description Likelihood x Impact	Responsibility	Management & Control of Risk	Review & Action Required
	2 x 3 = 6		<ul style="list-style-type: none"> Annual inspection undertaken in November. Identified maintenance/repair or replacement requirements reported to a full Council meeting. Emergency or urgent repairs are brought to the attention of the Chairman and the Clerk and payment can be agreed in accordance with the Financial Regulations. Councillors nominated to take on responsibility for the assets and for the Village Store. This is reviewed annually in May. 	
BUSINESS CONTINUITY				
Council records	Risk of loss of paper records through theft, fire damage etc.... 2 x 4 = 8	Clerk	<ul style="list-style-type: none"> Parish records stored at the Records Office and at the Clerk's home. Old Records are being stored at the Records Office 	Develop a Retention and Disposal Policy.
Council records	Risk of loss of electronic records through data corruption, theft etc 1 x 5 = 5	Clerk	<ul style="list-style-type: none"> Electronic records are stored in Dropbox and not on the Council's laptop. The laptop is password protected. Antivirus software is kept up-to-date. Routine backups made to the cloud. Business interruption insurance held. 	Maintain existing arrangements
DATA PROTECTION				
Confidentiality	Risk of breach of confidentiality 2 x 4 = 8	Councillors & Clerk	<ul style="list-style-type: none"> Council registered with the Information Commissioner's Office. Confidential Notes from Part Two in Council meetings are marked and circulation is limited to councillors only. 	Maintain existing arrangements

Subject	Risk Description Likelihood x Impact	Responsibility	Management & Control of Risk	Review & Action Required
			<ul style="list-style-type: none">• Privacy Policy and supporting Privacy Notices for staff and councillors and for members of the public are in place. They will be reviewed every four years.	

CHAWLEIGH PARISH COUNCIL**STATEMENT ON INTERNAL CONTROL****FOR THE YEAR ENDING 31 MARCH 2025****1. SCOPE**

Chawleigh Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for as well as being used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed

- a) to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives;
- b) to evaluate the likelihood of those risks being realised and the impact should they be realised;
- c) to manage them efficiently, effectively and economically.

3. The system of internal control has been in place at the Council for the year ended 31 March 2025 and up to the date of approval of the annual report and accounts and accords with proper practice as laid down by the Council's Financial Regulations.

4. THE COUNCIL'S INTERNAL CONTROLS

- a) The Council has elected a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful.
- b) The Council reviews its obligations and objectives and approves budgets for the following year at its January meeting. The January meeting of the Council approves the level of precept for the following financial year.
- c) The Parish Council has reviewed its Risk Register and has reviewed its risks.

- d) The Council monitors progress against objectives, financial systems and procedures, budgetary control and carries out regular reviews of financial matters.
- e) The full Council meets 8 or 9 times a year and monitors progress against its aims and objectives at each meeting by receiving relevant reports from the Clerk/RFO.
- f) The Council carries out regular reviews of its internal controls, systems and procedures.
- g) The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk also has the role as the Council's Responsible Financial Officer and manages and administers the Council's finances. The Clerk is responsible for the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks as well as ensuring adherence to the Council's procedures, control systems and policies.
- h) The vast majority of payments in 2024/2025 were made electronically. All payments are reported to the Council for approval, resolution and minuting. Two Members of the Council must authorise every payment through signature of invoices.
- i) The Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of its:
 - records
 - procedures
 - systems
 - internal control regulations
 - risk management
 - reviews
- j) The effectiveness of the internal audit is reviewed annually.
- k) The Council's External Auditors, PFK Littlejohn, submit an annual Certificate of Audit, which is presented to the Council.

5. EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of its system of internal controls. The review of the effectiveness of the system of internal controls is informed by the work of:

- the full Council
- the Clerk to the Council/Responsible Financial Officer who has responsibility for the development and maintenance of the internal control environment and the management of risks
- the independent Internal Auditor who reviews the Council's system of internal controls
- PFK Littlejohn, the Council's External Auditors, who make the final check using the Annual Return, a form completed and signed by the Responsible Financial Officer, the Chairman and the Internal Auditor.

6. EXTERNAL AUDITOR RETURN 2023/2024

The parish council had turnover greater than £25,000 so submitted a complete annual return for the year. There was nothing in the external auditor's report to consider for 2024/2025.

Once again, the 2024/2025 outturn allowed the parish council to declare an exemption from the full audit, so there will be no external auditor's report.

7. SIGNIFICANT INTERNAL CONTROL ISSUES

No significant internal control issues were identified during the 2024-25 financial year.

Whilst no significant internal control issues were identified during the year the Council strives for the continuous improvement of the system it has adopted for internal control and has addressed all the minor issues and weaknesses raised and reported during the review process.

Signed Chairman Chawleigh Parish Council

..... Clerk/RFO Chawleigh Parish Council

Date

Chawleigh Parish Council
Asset Register
Updated June 2025

Item	Quantity	Location	Purchase Date	Purchase Price	Total Insurable Value 01/06/2025	Condition
Buildings						
Post Office/Shop Building	1	EX18 7HG	2010	£62,786	£109,296	
Public Toilet	1	EX18 7HH		£2,723	£4,733	
				£65,509	£114,029	
Street Furniture						
Seats	2	Village		£317	£400	
Bus Shelter	1	Butts Close	2015	£2,202	£2,500	
Picnic Tables	6	Playing Field		£1,500	£1,700	
Picnic Benches	4		2019	£720	£800	
Jubilee Carved Seat	1	Butts Close		£4,429	£5,000	
Galvanised Gates	2	Playing Field		£577	£600	
Barriers	2	Playing Field		£933	£1,700	
Swings	1	Playing Field		£4,600	£5,187	
Slide	1	Playing Field		£0	£0	Now replaced - insured twice?
Slide	1	Playing Field	2020	£4,160	£4,200	
Youth Shelter	1	Playing Field		£2,828	£3,300	
Play Frame	1	Playing Field		£14,833	£16,727	
Woodland Adventure Area	1	Playing Field	2010	£8,004	£9,026	
Goal Post	2	Playing Field		£364	£410	
Wooden Bridge	1	Play Ground		£250	£0	
Roofed Tables & Benches	2	Playing Field		£2,000	£0	
Litter Bin	1	Playing Field		£100	£0	
Litter Bin	1	Village		£100	£0	
Finger Arm Road Signs		Village	2017	£1,050	£2,000	
Aluminium Notice Board	1	Shop	2017	£388	£400	
"Twenty's Plenty" Road Signs	2	Village	2017	£133	£0	
"Twenty's Plenty" Road Signs	2	Village	2021	£133	£0	Less than Excess
K6 Telephone Kiosk	1	Village	2017	£1,500	£1,600	
DAA Light Mast	1		2017	£5,402	£0	Not Insured by PC
Finger Posts	1		2021	£826	£0	
Table Tennis Table	1	Playing Field	2021	£1,534	£1,600	
PROW Gateway	1		2021	£519	£0	
Noticeboard Shop	1	Shop	2021	£128	£0	Less than Excess
Wooden Noticeboard	1		2021	£923	£1,000	
				£60,453	£55,550	
Land						
Playing Field	1	EX18 7HH		£20,000	£0	
				£20,000	£0	
Other						
Projector & Sound Equipment	1	Jubilee Hall	2013	£6,120	£6,900	New in 2013
Office Contents		Clerk		£0	£2,500	
Laptop and Printer	1	Clerk	2016	£0	£0	Replaced
Laptop	1	Clerk	2022	£795	£0	Incorporated in Office Contents
				£6,915	£9,400	
				£152,877	£178,979	



VIBRANT COMMUNITIES, BRIGHTER FUTURES

Dear Rob Martin

Chawleigh Parish Council

Unit C2, Beacon Business Centre, Hopton Park, Devizes, SN10 2EY

Main Office: 01380 722 475

Email: enquiries@communityfirst.org.uk

Website: www.communityfirst.org.uk

Effective • Trustworthy • Encouraging • Enthusiastic • Supportive • Pioneering

by email

revised 15/08/2025

Zurich Insurance plc: Policy No. YLL 2720278713

Renewal date: 01/06/2025

As I'm sure you're aware the above insurance policy is due for renewal shortly.

Please find attached a copy of the renewal schedule for the forthcoming year, along with a copy of the policy wording and other supporting documents

Can we remind you of your duty of fair presentation and that you must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interest to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

Index Linking:

At each renewal Index-linking will be applied to your property sums insured in line with the indices selected by us. Please ensure you check the adequacy of your sums insured on your enclosed schedule. If you feel the sums insured are not appropriate, then please let us know.

Long Term Agreements Explanatory Note

Our quoted terms are offered under contract for 3 years.

Discounts are given off of annual premiums where you enter into a long term agreement.

This agreement obliges you to offer renewal to us during the specified period, in exchange for the discounts, provided that we maintain expiring terms and rating.



A service provided by Community First

The following do not constitute changes to terms or to rating

1. Changes in your business or any other alteration which in our opinion materially increases the risk of loss, damage, cost or expense
2. Changes in the geographical distribution of your portfolio that increases the risk loss, damage, cost or expense from natural hazards
3. Changes in the form of acquisitions or disposals of property, assets or companies by you
4. Changes to premium resulting from increases or decreases to policy estimates (sums insured, wages and salaries etc.).
5. Changes to premium resulting from inflationary increases (Average Weekly Earnings applies) on Motor, Engineering and Risk and Financial Management Programme (Premium / fees / deductible / stop)
6. Changes to premium resulting from Insurance Premium Tax or Value Added Tax or other taxes or levies which will remain payable by you
7. Changes resulting from any legal requirement to do so
8. Changes resulting from legislation or its interpretation by relevant body.
9. Changes in the availability or costs to us of reinsurance protection

Any changes to terms or conditions including those stated above releases you from the agreement and the business need not be renewed. If however you accept the new terms then the agreement continues without interruption.

An offer by us during a long term agreement involving a lower premium and/or fee or less onerous terms/conditions does not constitute a valid reason for terminating the agreement.

This agreement does not oblige us to offer renewal to you during the specified period and we retain the option to invoke cancellation providing the required notice stated under the policy condition.

Long term agreements operate independently for each part of a combined policy. Each part is considered to be a separate contract for the application of the long term agreement. A break on a part of the policy does not affect agreements on other parts.

Payment of the first or renewal premium will be deemed acceptance by you of this condition.

Our Long Term Agreement condition in the policy wording governs the long term agreement. We will not recognise additional requirements separate to this condition, such as the provision of a minimum period of notice.

Please refer to the Long Term Agreement condition in the policy wording.

An annual premium is payable for each year of the Long Term Agreement.

Should you elect to take up the offer of a new Long Term Agreement, then the premium reductions would apply as follows:-

	1 Year Term	3 Year LTA (1 st Year)
Total Premium Due	£782.13	£746.66
IPT (12%)	£93.86	£89.60
Total Amount Payable	£875.99	£836.26

The premium includes a Commission fee retained by Community First

If you would like to accept either of the above quotations, please send a cheque for the **total amount due** to the address overleaf. All cheques should be made payable to **Community First Trading**. Please mark for my attention. Alternatively, payments can be made via bacs. Our bank details are as follows:

HSBC

Account name: Community First Trading Limited

Sort code: 40-19-16

Account No: 21519700 ref: (name of parish council)

May I take this opportunity to thank you for your support; our work continues to help fund the other charitable activities as described on our website at www.communityfirst.org.uk

Any queries, please do not hesitate to contact me

Yours sincerely,



Jessica Emery
Insurance Officer

Direct Line: 01380 732809

Please see below for ELTO and Remittance

Please return with remittance

Insurance renewal: Policy Number YLL2720278713

01/06/2025

Name of Parish Council: Chawleigh Parish Council

Clerks Name and Address:

.....
.....
.....
.....

Your current email address:

Amount Enclosed:

Date:.....

Long term Agreement Option YES/NO (please circle)

Important Information regarding Employers Liability

From 1st April 2011, ELTO (Employers Liability Tracing Office) replaces the current voluntary Employers' Liability Code of Practice (ELCOP) tracing service which has been in place since 1999. The ELTO service is being introduced by the government to make it easier to search for Employers Liability (EL) insurance policies using a central database, which will contain all insurance policies from April 2011, policies from before April 2011 that have new claims made against them and policies that have been identified through the tracing service.

Zurich is now under obligation to submit data relating to Employers Liability held with us therefore we now must obtain an ERN (Employer Reference Number) or 'Employer PAYE Reference' from you.

ERN numbers are printed on mandatory documents including P45, P60, P11/D and payslips. You may be exempt from this process if your PAYE threshold is below £503.00 per month. Please indicate if you are exempt.

Your ERN/PAYE Number	
Your Subsidiaries ERN (if applicable)	

keyfacts about our insurance services



Community First, Unit C2 Beacon
Business Centre Hopton Park
Devizes SN10 2EY

1. The Financial Conduct Authority (FCA)

The FCA is the independent watchdog that regulates financial services. It requires us to give you this document. Use this information to decide if our services are right for you.

2. Whose products do we offer?

- ☐ We offer products from a range of insurers.
- ☐ We only offer products from a limited number of insurers.
Ask us for a list of insurers we offer insurance from.
- ☒ We only offer a product from Zurich Municipal for village hall, parish council and playing field association insurance.

3. Which service will we provide you with?

- ☐ We will advise and make a recommendation for you after we have assessed your needs for non investment insurance contracts.
- ☒ You will not receive advice or a recommendation from us. We may ask some questions to narrow down the selection of products that we will provide details on. You will then need to make your own choice about how to proceed.

4. What will you have to pay us for this service?

- ☒ A fee- maximum 20% of the premium for village hall, parish council and playing field association insurance.
- ☐ No fee for non-investment insurance contracts.

You will receive a quotation which will tell you about any other fees relating to any particular insurance policy.

5. Who regulates us?

Community First, Unit C2 Beacon Business Centre, Hopton Park Devizes SN10 2EY

Community First is authorised and regulated by the Financial Conduct Authority.

Our FCA Register number is FRN 311971

Our permitted business is non investment insurance contracts.

You can check this on the FCA's Register by visiting the FCA's website www.fca.gov.uk or by contacting the FCA on 0845 606 1234.

6. Ownership

Community First is a company limited by guarantee, registration number 1757334.

Community First is a registered Charity number 288117.

7. What to do if you have a complaint

If you wish to register a complaint, please contact us:

... in writing to Community First, Unit C2, Beacon Business Centre, Hopton Park Devizes SN10 2EY

... by phone 01380 722475

If you cannot settle your complaint with us, you may be entitled to refer it to the Financial Ombudsman Service.

8. Are we covered by the Financial Services Compensation Scheme (FSCS)

We are covered by the FSCS. You may be entitled to compensation from the scheme if we cannot meet our obligations. This depends on the type of business and the circumstances of the claim.

Insurance advising and arranging is covered for 100% of the first £2,000 and 90% of the remainder of the claim, without any upper limit.

Further information about the compensation scheme arrangements is available from the FSCS.

Select for Local Councils

Policy schedule

The Policy, the Policy Schedule, Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule issued.

Policy number	YLL- 2720278713			
Insured	Chawleigh Parish Council			
Business	Parish/Local Council			
Period of insurance	From	01/06/2025	To	31/05/2026
	and any other period for which cover has been agreed			
Annual premium	£875.99			
3 Yr LTA Premium	£836.26			
	Premiums are inclusive of Insurance Premium Tax			
Schedule number	01			
Preparation date	01/04/2025			
Long Term Agreement expiry (not applicable to Part P)	Not Operative			
Policy form reference	MLAACH09			

Lines of cover applying

Line of cover	Insured/Not insured
Part A - Material Damage	Insured
Part B - Business Interruption	Insured
Part C - All Risks	Insured
Part D - Money and Personal Accident Assault	Insured
Part E - Public and Products Liability	Insured
Part F - Hirers' Liability	Insured
Part G - Employers' Liability	Insured
Part H - Libel and Slander	Insured
Part N - Fidelity Guarantee	Insured
Part O - Personal Accident	Insured
Part P - Legal Expenses	Insured
Part Q - Street Furniture (Impact Damage Only)	Not Insured

Endorsements applicable to Policy

General provisions 1. Is amended to read:

In the event of loss, damage, cost or expenses as insured under parts A, B, C, D, Q and R arising from any one event the maximum liability of the insurer will not exceed £50,000,000 in the aggregate.

Part A - Material damage

Effective date: 01/06/2025

Premises address	Buildings sum insured	Contents sum insured
Chawleigh Post Office, Chawleigh, Chumleigh, EX18 7HG	£109,296	£nil
Public Toilets, Chawleigh, Chumleigh, EX18 7HH	£4,733	£nil

Insured perils applicable to Material damage

1-16.

Excesses

The following excess applies to each and every loss arising in respect of each and every separate premises:

Item description	Sums insured
Theft, accidental damage	£100
Malicious damage, storm or flood, escape of water, falling trees or branches	£250
Subsidence or ground heave	£1,000

Operative endorsements

Policy booklet 1, 3, 5, 6, 8, 9 (please refer to the endorsement section of your policy wording).

Part B - Business interruption

Effective date: 01/06/2025

Item	Cover	Sums insured	Maximum indemnity period
3.	Loss of computer data	£5,000	12 months

Insured perils applicable to Business Interruption

1-16.

Operative endorsements

10. Loss of computer data

The following changes are made to Part B – Business interruption

- 1) The following paragraph is added to Section 2 – Cover
 - c) under Item 3 in respect of loss or damage to data or information on **computer equipment** not accompanied by visible and identifiable **damage** to the data carrying media that has taken place during the Indemnity Period in consequence of the Incident the amount of any **consequential loss**

Excluding loss or damage occasioned to data or information by defects in the data, information or other records or caused by a defect of design, material or workmanship in the **computer equipment** or any computer software.
- 2) Special condition Alternative trading under Section 4 – Special conditions is deleted
- 3) Section 5 – Special extensions is deleted.

Part C - All risks

Effective date: 01/06/2025

Item description	Sums insured
Equipment belonging to the insured at the clerk's home address	£2,500
4 Picnic Benches	£800
Metal Gates	£600
Slide	£4,200
Outdoor Table Tennis Table	£1,600
Wooden Notice Board	£1,000
2 Benches	£400
1 Bus Shelter	£2,500
6 Picnic Tables	£1,700
Jubilee Carved Seat	£5,000
Metal Gates & Barriers	£1,700
2 Goal Posts	£410
Youth Shelter	£3,300
Play Equipment	£31,000
Projector & Sound Equipment	£6,900
Finger Arm Road Signs	£2,000
BT Phone Box	£1,600
Notice Board	£400

Excess

£100 each and every loss.

Operative endorsements

Policy booklet 1. (please refer to the endorsement section of your policy wording).

Part D - Money

Effective date: 01/06/2025

Item	Description	Limit any one loss
1	Loss of non-negotiable money in the situations specified in Items 2 a), 2 b), 2 c) i) and 2 c) ii)	£250,000
2	Loss of other money:	
	a) in transit in the custody of any member or employee or in transit by registered post (limit £250), or in a Bank Night Safe	£500
	b) in the private residence of any member or employee	£100
	c) in the premises:	
	i) in the custody of or under the actual supervision of any member or employee	£2,000
	ii) in locked safes or strongrooms	£2,000
	iii) in locked receptacles other than safes or strongrooms	£100

Excess

£50 each and every loss.

Personal Accident Assault Limits

Stated in Section 3 c).

Operative endorsements

None.

Part E - Public liability

Effective date: 01/06/2025

Including Playground Liability – 9 items

Limit of indemnity

£10,000,000

Operative endorsements

None.

Part F - Hirer's liability

Effective date: 01/06/2025

Limit of indemnity

£2,000,000

Operative endorsements

None.

Part G - Employers liability

Effective date: 01/06/2025

Limit of indemnity

£10,000,000

Operative endorsements

None.

Part H - Libel and slander

Effective date: 01/06/2025

Limit of indemnity

£250,000

Excess

10% of each and every claim or £1,000, whichever is the lower.

Operative endorsements

None.

Part N - Fidelity guarantee

Effective date: 01/06/2025

Persons guaranteed	Sums guaranteed
All members and employees	£50,000

Excess

£100 each and every claim.

Operative endorsements

None.

Part O - Personal accident

Effective date: 01/06/2025

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

The cover			
Insured persons	Operative time		
Employees	Engaged in Usual Occupation including Journeys and whilst commuting directly between place of residence and usual place of business		
Members	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business		
Volunteers	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business		
	Category		
Benefit	A	B	C
1. Death	£25,000	£25,000	£25,000
2. Loss of Limb (one or more) and/or Loss of Sight (in one or both eyes)	£25,000	£25,000	£25,000
3A. Total Loss of Hearing (in both ears) and/or Total Loss of Speech	£20,000	£20,000	£20,000
3B. Total Loss of Hearing in one ear	25% of 3A	25% of 3A	25% of 3A
4. Permanent Total Disablement	£20,000	£20,000	£20,000
5. Permanent Partial Disablement	See section 2.16	See section 2.16	See section 2.16
6. Paraplegia	£Nil	£Nil	£Nil)
7. Quadriplegia	£Nil	£Nil	£Nil
8. Temporary Total Disablement	£100	£100	£100
9. Temporary Partial Disablement	50% of 8.	50% of 8.	50% of 8.
Benefit Period - temporary disablement	104 weeks	104 weeks	104 weeks
Deferment Period - temporary disablement	0 days	0 days	0 days

Operative endorsements

None.

Part P - Legal expenses

Effective date: 01/06/2025

Section	
3. Employment Disputes and Compensation Awards	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	Operative
6. Tax Protection	Operative
7. Contract Disputes	Not operative
8. Statutory Licence Protection	Not operative

Limit of indemnity

£100,000

Operative endorsements

None.

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ. Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

MSEDFA06 (08/24)



MULBERRY
LOCAL AUTHORITY SERVICES LTD

Eastgate House
Dogflud Way, Farnham
Surrey, GU9 7UD
t: 07428 647069
e: office@mulberrylas.co.uk
w: www.mulberrylas.co.uk

Mr R Martin
Chawleigh Parish Council
14 Station Road
Yeoford
Crediton
Devon
EX17 5HU

9th May 2025

Dear Rob

**Re: Chawleigh Parish Council
Internal Audit for Financial Year Ended 31 March 2025 – Final Audit report**

Executive summary

Following completion of our final internal audit on 9 May 2025 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published Annual Governance and Accountability Return (AGAR). The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of which is available on request. The report concludes with an opinion as to whether each assertion has been met or not at this point in the year. **Recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Chawleigh Parish Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit’s function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority’s approval of the annual governance statement.

Independence and competence

Your audit was conducted by Louise Shaw of Mulberry Local Authority Services Ltd, who has over 9 years’ experience in the financial sector specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter and inherent risk assessment

An engagement letter was previously issued to the council covering the 2024/25 internal audit assignment, which includes the scope and plan of works and fee structure. Copies of this document are available on request from anna@mulberrylas.co.uk

In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be “walk through testing” on sample data to encompass the period of the council year under review.

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A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been properly kept throughout the financial year.

Audit findings

The audit was conducted remotely with the Clerk, who also acts as the council's Responsible Financial Officer (RFO). The Clerk had prepared the information advised in advance of the meeting, and overall, I have the impression that accounting records are neatly maintained and easily accessible. Other information was reviewed through discussion with the Clerk and a review of the council website <https://chawleighparishcouncil.org/>

The council now uses the Scribe accounting package for recording the council's finances. This is an industry specific accounting package. The accounting package is updated regularly and used to produce management information reports for review at council meetings.

Every month, a "month end" close down is performed by the Clerk, various reports are printed and filed in hard copy, these include but are not limited to, income and expenditure against budget, bank reconciliations and other reports as fit. The Clerk has a checklist which is ticked off every month. I was given access to the hard copy prints and checklist, and I can confirm this process does take place.

The system requires the population of key data fields to enable the user to record a transaction. This is a clear and easy to follow system and a review of the cashbook shows that all data fields are being entered, the reports are easy to read and logically filed.

I conducted a simple walk-through test on a supplier invoice drawn at random and a receipt drawn at random and can confirm the underlying documentation was easy to locate and agreed to the cashbook details. I make no recommendation to change in this system.

I tested the opening balances as at 1/4/24 by reviewing the balance brought forward on the receipts page on the Scribe accounting package for cashbook one and confirmed it could be agreed back to the investment reconciliation for the audited accounts for 2023/24 with both documents showing £33,477.

I reviewed the nominal ledger entries for the period 1 April to 31 March to ensure items were posted to the correct heading and that there were no instances of netting off and the expenditure was correctly posted to the headings to which the line item related. This has confirmed that the accounting package is being properly used.

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit

The External Auditor's Report was not qualified and has been published on the council website along with the Notice of Conclusion of Audit and was reported to the council meeting held on 1 September 2024 (minute ref 23/185).

I note the council received and considered the previous internal auditor report at the council meeting held on 20 June 2024 (minute ref 23/067).

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms together with a formal acceptance to receive information by electronic means in the form "As per Schedule 12 of the Local Government Act 1972, I consent to the receipt of all council meeting papers by electronic methods. I understand I may withdraw this consent at any time"

The council website includes a councillor page where the individual Register of Members' Interests forms are published.

Confirm that the council is compliant with the relevant transparency code

As the council's income and expenditure is below £25,000, it is a statutory requirement to follow the requirements of the Transparency Code for Smaller Authorities. Testing of compliance with this requirement is noted in Section L of this report.

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's Guide (March 2024) contains updated guidance on the matter as below:

The importance of using .gov.uk domains for websites and emails

- 5.210. *All Parish, Town and Community Councils are eligible to use, and are advised to use, a .gov.uk domain for their websites and email communications. Your community, suppliers and partners will now reasonably expect a local council to have a .gov.uk domain name. Note that Parish meetings are exempt from the requirement to have a website.*
- 5.211. *To assist with compliance with the General Data Protection Regulations (GDPR), it is advised that clerks provide official .gov.uk email accounts to their councillors, which must only be used for official council business.*
- 5.212. *When choosing a domain name all councils must follow the rules set out by the Cabinet Office to choose a .gov.uk domain name, for example, 'ourparishcouncil.gov.uk' with email addresses linked to that domain.*
- 5.213. *Using a .gov.uk domain for your council website and email accounts gives Parish Councils the following advantages:*
- 5.214. *Increased professionalism and trust from members of your community, partners and suppliers because your email address and website domains are a trusted government brand.*
- 5.215. *Separation of your personal life from your professional life, ensuring members of your community, partners and suppliers understand what capacity you are emailing them in - whether a Councillor or Clerk.*
- 5.216. *Increased control for the Responsible Officer over email accounts and documentation when managing new joiners, leavers, sudden absences or Freedom of Information and Subject Access Requests.*

The council has a Privacy Notice and Accessibility Statement on the home page of its website, and it is clear the council has made every effort to comply with the website requirements.

Confirm that the council meets regularly throughout the year

A diary of future meeting dates is also published on the council website, along with historic agendas and minutes for council and committee meetings.

Check that agendas for meetings are published giving 3 clear days' notice

I was able to confirm that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting.

I remind council it is required to also post any supporting documentation with the agendas as outlined by the Information Commissioner's Office (page 3 of this link) ico.org.uk/minutesandagendas.pdf

Check the draft minutes of the last meeting(s) are on the council's website

Draft minutes are uploaded to the council website and clearly annotated as draft.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months

The Standing Orders are based on the current NALC model and were most recently reviewed and adopted by council in May 2024 (minute ref 23/102).

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations

Financial Regulations are based on the current NALC model and were last reviewed and adopted by council in May 2024 (minute ref 23/103). The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council. I note the council also has an adopted Scheme of Delegation to support the Financial Regulations.

Check that the council's Financial Regulations are being routinely followed

The council has thresholds in place at which authorisations to spend must be obtained as below:

FR 5.15 Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £500 excluding VAT
- the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee for any items below £2,000 excluding VAT
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT
- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over £5,000;

FR 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.

Based on the level of financial activity of the council, and through discussion with the Clerk, these authorisation thresholds appear appropriate although the council may wish to consider increasing the Clerk's authorisation limit within FR 5.15 to a higher figure based on their experience level.

A review of council minutes shows that council authorises payments in accordance with the adopted Financial Regulations, and the council has in place a system to segregate duties in terms of the setting up and subsequent release of payments made via online banking.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £10.81 per elector

The council confirmed its eligibility and adopted the General Power of Competence (GPC) at the annual council meeting in May 2024 and the section 137 threshold does not apply.

Check receipt of VAT refund matches last submitted VAT return

The council submits its VAT return on a quarterly basis. I reviewed the submission for the period ending 30 June 2024 which showed a refund amount due of £3,890.01 and was fully supported by the required details. I was able to confirm receipt of this amount to the council's bank account on 20 July 2024. The council is up to date with its VAT submissions.

Confirm that checks of the accounts are made by a councillor

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

The council's adopted Financial Regulations include a section covering Risk Management and state:

- FR 2.1 *The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.*
- FR 2.2 *The Clerk [with the RFO] shall prepare, for approval by [the council], a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.*
- FR 2.3 *When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration by the council.*
- FR 2.4 *At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.*

The council has a risk assessment process in place, which was last reviewed and approved by council in January 2024 (minute ref 2324/146). I reviewed the risk assessment record, which includes a risk matrix to assess the overall risk based on likelihood and consequences of an event occurring and then assesses the risks within each sector of the council's business operations.

Each potential risk is identified, assessed using the risk matrix, prior to any mitigation measures, existing internal controls are listed and any further mitigation action which may be needed, and then a further assessment of the risk is included after the mitigation measures have been put in place. The assessment also includes details of who is responsible for any actions and when these are to be completed by.

This is a comprehensive approach and includes analysis of all risks typically associated with a council of this size with its range of services and facilities. I note the council also has an adopted Statement of Internal Controls and I have no doubt that the council takes its risk management responsibilities seriously.

I confirmed that the council has a valid insurance policy in place with Zurich Insurance which covers the year under review. The policy includes Public Liability cover of £10 million, Employers Liability cover of £10 million and a Fraud & Dishonesty (Fidelity Guarantee) level of £300,000 which is sufficient for a council of this size, although the council is advised to keep this figure under review to ensure it covers the maximum balance held.

We discussed assertion 8 on the Annual Governance Statement and whether this had any impact on the council.

"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."

The Clerk confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

The council set a precept of £15,000 for 2024/25. With a tax base of £262.67, this equates to a band D equivalent of £57.11 (compared to the average in England of £85.89). I was able to confirm receipt of the precept amount, and this is correctly recorded in Box 2 of the AGAR.

The Clerk confirmed that the 2025/26 budget and precept were approved by the council at the meeting held on 30 October 2024 (minute ref 24/25-103).

The year-end budget report shows income/receipts at 105.3% and expenditure/payments at 91.9%, suggesting that the budget has been accurately set and carefully monitored throughout the year. There is evidence within the minutes of meetings that councillors regularly receive budget reports for review, providing them with sufficient financial information to make informed decisions.

At the end of the financial year, the council held circa £35,294.92 in earmarked reserves, spread across a range of clearly identifiable projects, including amounts received from Community Infrastructure Levy (CIL) which are identified separately. I checked the purpose of these earmarked reserves with the Clerk and am satisfied they are all for legitimate future planned projects of the council.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

5.33. The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

5.34. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.

5.35. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

5.36. In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.

5.37. Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.

The general reserve balance at the end of the financial year is £12,515.19, which is within the recommended range.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

Apart from the precept, the council receives minimal other income. From a review of the accounting records, income appears to be recorded with sufficient narrative detail to identify the source and allocated to the most appropriate budget line.

F. PETTY CASH**Internal audit requirement**

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.

Audit findings

The council has no petty cash and the testing for this internal control objective does not apply.

G. PAYROLL**Internal audit requirement**

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

The council has 1 employee on the payroll. All staff members have a signed contract of employment, based on the NALC template, and the council is a member of the Local Government Pension Scheme (LGPS). Performance reviews for staff members are completed annually by the Clerk, with their review conducted by a panel of councillors.

The Clerk completes all the PAYE calculations each month. I reviewed the payroll summary for the previous two months and the payroll deductions appear correct. I was able to confirm HMRC and pensions payments are up to date and that the council is correctly not claiming the employment allowance for national insurance contributions.

There are no councillor allowances, although the Clerk is aware if paid to eligible (elected) members, these must be processed through payroll and assessed for tax and national insurance.

I reviewed the total figure being included within box 4 (staff costs) on the Annual Governance and Accountability Return (AGAR) and was able to confirm from the accounting software that this includes only salary payments, HMRC payments and pension contributions.

H. ASSETS AND INVESTMENTS**Internal audit requirement**

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

The council has a fixed asset register in place, maintained in an Excel format, which includes details of asset location, date of acquisition, original purchase price, replacement value and insurance value. Assets are correctly listed at cost/proxy cost, or where gifted/donated, given a nominal £1 value for the purpose of the asset register.

The council has no long-term investments although I note the council has adopted an Investment Strategy to support its future decision making on placement of funds in accordance with the [Statutory Guidance on Local Authority Investments](#)

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the AGAR and was able to trace the changes to the previous year's total against the asset register. I confirmed by sample testing of the invoices that items added during the year has been accurately recorded as the original net purchase price.

The Council has no borrowing nor long-term investments.

I. BANK AND CASH

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

Financial Regulation 2.6 states 'At least [once in each quarter], and at each financial year end, a member other than the Chair {or a cheque signatory} shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council {Finance Committee}.'

Bank reconciliations are completed monthly and presented to the Finance Committee for review. I reviewed the March 2024 bank reconciliation for all accounts and was able to confirm the balances to the bank statements and found no errors.

I was able to confirm that the bank reconciliations have been verified in accordance with Financial Regulations, and evidence of this activity taking place is recorded within the minutes of meetings.

As the council's annual budget is below the €500,000 threshold, it is protected by the Financial Services Compensation Scheme (FSCS).

The council holds three accounts with Nat West and one with Lloyds. At the date of the interim audit, year-end balances are within the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS).

J. YEAR END ACCOUNTS

Internal audit requirement

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.

Audit findings

The council, at its meeting to sign off the year-end accounts, must discuss Section 1 of the AGAR (Annual Governance Statement) and record this activity in the minutes of the meeting.

COUNCIL IS REMINDED THAT THIS MUST BE A SEPARATE AGENDA ITEM PRIOR TO THE SIGNING OF SECTION 2 OF THE AGAR (ACCOUNTING STATEMENT).

Section 1 – Annual Governance Statement

Based on the internal audit findings, I recommend using the table below as the basis for that discussion.

	Annual Governance Statement	'Yes', means that this authority	Suggested response based on evidence
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>	YES – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
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>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
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>	YES – the Clerk advises the council in respect of its legal powers.
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>	YES – the requirements and timescales for 2023/24 year-end were followed.
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>	YES – the council has a risk management scheme and appropriate external insurance.
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>	YES – the council has appointed an independent and competent internal auditor.
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>	YES – matters raised in internal and

			external audit reports have been addressed.
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>	YES – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	N/A – the council has no trusts

Section 2 – Accounting Statements

AGAR box number		2023/24	2024/25	Internal Auditor notes
1	Balances brought forward	37,504	33,477	Agrees to 2023/24 carry forward (box 7)
2	Precept or rates and levies	14,170	15,000	Figure confirmed to central precept record
3	Total other receipts	7,214	5,174	Agrees to underlying accounting records
4	Staff costs	5,294	5,478	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	0	0	Council has no borrowing
6	All other payments	20,117		Agrees to underlying accounting records
7	Balances carried forward	33,477	35,295	Casts correctly and agrees to balance sheet
8	Total value of cash and short- term investments	33,477	35,295	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long- term investments and assets	156,813	152,877	Matches asset register total and changes from previous year have been traced
10	Total borrowings	0	0	Council has no borrowing
11a	Disclosure note re Trust Funds (including charitable)	No	No	No – the council is not a sole trustee
11b	Disclosure note re Trust Funds (including charitable)	N/A	N/A	N/A – the council is not a sole trustee

Audit findings

The year-end accounts have been correctly prepared on an receipts and payments basis with no requirement to complete the box 7 and 8 reconciliation.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2023/24 and published on the council website.

The variance analysis has been completed and, in my opinion, provides sufficient financial and narrative information to explain the variances to the External Auditor

K. LIMITED ASSURANCE REVIEW**Internal audit requirement**

IF the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")

Audit findings

The council correctly exempted itself from a limited assurance review in 2023/24 and the Exemption Certificate is published on the council's website.

L: PUBLICATION OF INFORMATION**Internal audit requirement**

The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation

Audit findings

For councils with a turnover below £25,000, it is a statutory requirement to follow the Transparency Code for Smaller Authorities and testing of compliance with this requirement is detailed below.

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

- 13(1)** An authority must publish (which must include publication on that authority's website)
- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
 - (b) the Annual Governance Statement approved in accordance with regulation 6(3)
- 13(2)** Where documents are published under paragraph (1), the authority must
- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
 - (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor's Report and Certificate) of the AGAR are available for review on the council website for financial years 2019/20 to 2023/24 inclusive.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Internal audit requirement

The authority has demonstrated that during summer 2024 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2023/24 Actual	2024/25 Proposed
Date AGAR signed by council	15 May 2024	28 th May 2025
Date inspection notice issued	16 May 2024	29 th May 2025
Inspection period begins	3 June 2024	2 nd June 2025
Inspection period ends	12 July 2024	14 th July 2025
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2023/24, and assertion 4 on the Annual Governance Statement can therefore be signed yes by the council. I was able to confirm that the proposed dates for 2023/24 meet the statutory requirements.

N: PUBLICATION REQUIREMENTS**Internal audit requirement**

The authority has complied with the publication requirements for 2023/24. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2024 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 2023/24, approved and signed, page 4
- Section 2 - Accounting Statements 2023/24, approved and signed, page 5

Not later than 30 September 2024 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.

Audit findings

I was able to confirm that the Notice of the Period of Public Rights and Section 1 (Annual Governance Statement) and Section 2 (Accounting Statement) were published on the council's website before 1 July 2024.

I was able to confirm that the Notice of Conclusion of Audit and External Auditor Report and Certificate were published on the council's website before 30 September 2024.

The council has therefore met the publication requirements for 2023/24 have been met.

O. TRUSTEESHIP**Internal audit requirement**

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

The council has no trusts, and testing for this internal control objective is not applicable.

Achievement of control assertions at final internal audit date

Based on the tests conducted during the interim and final audits, our conclusions on the achievement of the internal control objectives to date are summarised in the table below.

	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 Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses 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 the previous year, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review in the previous year tick "not covered")</i>	✓		
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	✓		
M	The authority, during the previous year 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 previous year's AGAR.	✓		

O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please contact me directly on louise@mulberrylas.co.uk or 07972 398428

Yours sincerely



Louise A Shaw

Mulberry Local Authority Services Ltd

Final Internal Audit - Points Carried Forward

Audit Point	Interim Audit Findings	Council comments
None		

Chawleigh Parish Council
STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	33,477.40	
Cash in Hand		
Precept	15,000.00	
Grants General		
Grants - PROW	1,000.00	
Section 106 Income		
Events Income	211.20	
Shop Rent	2,219.88	
Interest	57.70	
Donations Defibrillator		
Section 106 Income		
Clerk's Salary		5,478.00
National Insurance		
Clerk's Expenses		
Training & Development		
External Audit		210.00
Internal Audit		195.00
Information Commissioner's Office		35.00
Insurance Premium		815.62
Elections		
Printing		
Stationery		214.70
Postage		
Refreshments		
Venue Hire		367.50
IT - Emails & Website		190.10
IT - Hardware		
IT - Software		443.39
Subscription - DALC		220.01
Subscription - SLCC		43.00
Subscription - Other		
Public Toilet Cleaner		1,824.96
Public Toilet Consumables		52.88
Public Toilet Maintenance		179.80
Village Shop Maintenance		575.00
Village Shop Improvements		
Village Shop Support Grant		
Play Equipment Inspection		206.00
Play Equipment Maintenance		
Play Equipment Purchase		
Playing Field Grass Cutting		2,219.91

**Chawleigh Parish Council
STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
Playing Field Maintenance		1,780.00
Village Maintenance		48.00
Devon Air Ambulance Lighting		
Village Improvements		
Telephone Kiosk Maintenance		
Verge Cutting		583.87
Weed Spraying		
Noticeboards		
Tree Surgery		
Public Rights of Way		
Defibrillator	330.90	
Community Shed Maintenance		
Community Shed Rent		104.00
Community Shed Legal	90.80	
Events Expenditure		576.20
Parish Grant Rent		
Parish Grant Precept		
Churchyard Grant		300.00
Hot Lunch Club Venue		225.00
Poppy Appeal		50.00
Warm Room		
Capital Grants		
VAT Refund		
Donations	486.50	
Bank Charges		4.25
VAT	777.40	1,414.67
	20,174.38	18,356.86
Closing Balances:		
Balances in Bank Account		35,294.92
Cash in Hand		
TOTAL	53,651.78	53,651.78

The above statement represents fairly the financial position of the council as at 31 Mar 2025

Signed RTM
Responsible Financial Officer

Date 10 April 2025

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

CHAWLEIGH PARISH 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 2025, that:

	Agreed		
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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
			has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.

*For any statement to which the response is 'no', an explanation must be published

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

28/05/2025

and recorded as minute reference:

2526-019 a)

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

Chair

SIGNATURE REQUIRED

Clerk

RJ M... SIGNATURE REQUIRED

Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes	No
✓	

www.chawleighparishcouncil.org.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

CHAWLEIGH PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	37,504	33,477	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. 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	14,170	15,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	7,214	5,174	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	5,294	5,478	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	20,117	12,879	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	33,477	35,295	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	33,477	35,295	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	156,813	152,877	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).

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

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

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

R J Moe

Date

16/04/2025

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

28/05/2025

as recorded in minute reference:

2526-019 b)

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

SIGNATURE REQUIRED

CHAWLEIGH PARISH COUNCIL

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (EXEMPT AUTHORITY)

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

Local Audit and Accountability Act 2014 Sections 25, 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE

1. Date of announcement 29th May 2025

2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review.

Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to:

Rob Martin,
Clerk to Chawleigh Parish Council,
14 Station Road,
Yeoford,
Crediton,
Devon. EX17 5HU

Phone: 07768 829511

Email: clerk@chawleighparishcouncil.uk

commencing on: **Tuesday 3 June 2023**

and ending on **Monday 14 July 2023**

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:

PKF Littlejohn LLP (Ref: SBA Team)
15 Westferry Circus
Canary Wharf
London E14 4HD
(sba@pkf-l.com)

5. This announcement is made by **Robert John Martin** Clerk to Chawleigh Parish Council

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2025 for 2024/25 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The

advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

CHAWLEIGH PARISH COUNCIL: GRANT FUNDING APPLICATION FORM

Name of Group / Organisation:

HOSPISCARE

Main Contact Name:

MARISA LOVELL-FOX

Contact Address:

SEARLE HOUSE, DRYDEN ROAD, EXETER EX2 5JJ

Contact Details:

Email address: m.lovell-fox@hospiscare.co.uk Telephone number: 01392 688020

Are you a newly formed group? (less than 1 year)

Yes

☐

No

☒

How long has your group been operating?

43 years

Do you have a voluntary management committee / steering group?

Yes

☐

No

☒

Are you a registered charity?

Yes

☒

No

☐

If yes, please provide your Charity Number: 297798

Does your group have a formal constitution?

Yes

☒

No

☐

Does your group have an annual record of accounts?

Yes

☒

No

☐

Have you applied for a grant from Chawleigh Parish Council before?

Yes

☐

No

☒

Please describe your group's main activities:

Hospiscare has over 40 year's experience in caring for the needs of patients with terminal illness. Each year we care for more than 2,200 adults and support many more of their friends, families, carers and loved ones. Each member of our clinical staff are experts in the field of palliative care, all of which is delivered free of charge. Because all of our patients are different, all of our care is bespoke. We offer the following services:

- 8 bed In-Patient Ward
- Community Nursing: managing the care plan of patients at home
- Admiral Nursing: specialist dementia care
- Rapid Response
- Care Navigators: support with navigating the healthcare system
- Complementary Therapy
- Spiritual Care
- Physiotherapy/Occupational Therapy
- Bereavement support

How much are you applying for?

£500

What is the grant for?

The grant will be used to go towards our costs for those who use our newly created Rapid Response service. There is a need for this service on two levels. Firstly, the majority of our area does not have a Hospiscare@Home service. For those areas we are unable to meet the needs of those patients who have a rapid deterioration. Consequently, many of those patients die in the place not of their choosing such as an acute hospital. By offering this service we will be able to give better support to those families in a crisis, preventing unnecessary hospital admissions and meeting the wishes of the majority of patients who wish to die at home. Secondly there is a drive with the newly established Integrated Care Systems to deliver joined up health and care services to meet the needs of the local populations. This new model of managing those patients in a crisis or with particular complex needs will be an example of integrated working that results in smooth care journeys for families. This is particularly relevant as there is little support for the terminally ill in Devon; we have a higher aged population than the rest of the country and this is rising. Therefore, to have in place a system of more balance urgent care for people across our catchment area is very important.

How many people in Brabourne are likely to benefit from it?

N/A

How will Brabourne benefit from it?

N/A

How many people in Chawleigh will benefit from it?

See below

How will Chawleigh benefit from it?

Last year we didn't support any residents from Chawleigh, however its peace of mind for the residents of that parish to know that if they do require our services they are there for them to access.

Do you have any other sources of funding?

Yes

☒

No

☐

If yes, please provide details:

We have received grants from other charitable trusts and foundations towards this service amounting to £52,500.

Please provide a full breakdown of the project costs and how they will be funded:

Expenditure Item	Amount YE 31/03/2026	Notes
Paramedic – Band 6	£112,766	2 WTE
RN – Band 6	£44,855	0.8 WTE
RN – Band 5	£111,892	2.2 WTE
RNA – Band 4	£21,135	0.6 WTE
HCA – Band 3	£75,237	2.4 WTE
Travel costs	£40,000	
Other direct team costs	£266,259	Including volunteers, admin costs, medical directorate, clinical development and clinical co-ordination teams
Support costs	£250,967	
		Total: £923,111

Notes

- Please attach any further information, such as publicity material, that will support your application.
- If your group has a constitution or annual accounts, please attach these to your application.
- If your group is successful in its application for a small grant, then the Parish Council expects this will be acknowledged in publicity, accounts, on websites and in social media.
- Any questions about this scheme can be addressed to the Clerk to the Council.
- If your application is successful, your grant will be paid by bank transfer. In the event this application is successful please provide the following information.

Name of account: ⁽¹⁾ HOSPISCARE

Bank: NATWEST.....

Sort Code: 560049.....

Account Number: 00607835

^[1] *Account must be in the name of the applying organisation, not an individual.*

Please read the following important terms and conditions carefully. By signing this form, you are confirming that:

- You are an official representative of your group and are authorised to apply for funding on their behalf.
- Your details can be held by Chawleigh Parish Council in accordance with the Data Protection Act to administer the grants process.
- You have read and understood Chawleigh Parish Council's Grant Awarding Policy.
- The information provided in this application is a fair and accurate description of your group and the project for which you are seeking funding. Misleading or inaccurate information may result in your application being rejected. Late application or failure to complete any section of the application form may result in your application being delayed or rejected.

Marisa Lovell-Fox

19th May 2025

Signed on behalf of applicant: Date:

MARISA LOVELL-FOX

Please print name:

Chawleigh Parish Council

Prepared by: R J M J E
Name and Role (Clerk/RFO etc)

Date: 21/5/25

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

Bank Reconciliation at 30/04/2025		
	Cash in Hand 01/04/2025	35,294.92
	ADD	
	Receipts 01/04/2025 - 30/04/2025	9,287.84
		44,582.76
	SUBTRACT	
	Payments 01/04/2025 - 30/04/2025	1,815.24
A	Cash in Hand 30/04/2025 (per Cash Book)	42,767.52
	Cash in hand per Bank Statements	
	Petty Cash 30/04/2025	0.00
	NatWest Current 30/04/2025	0.00
	Natwest Shop 30/04/2025	9,817.47
	Natwest Savings 30/04/2025	4,161.83
	Lloyds Current 30/04/2025	28,788.22
		42,767.52
	Less unrepresented payments	
		42,767.52
	Plus unrepresented receipts	
B	Adjusted Bank Balance	42,767.52
A = B Checks out OK		



Issue date: 1 May 2025

Write to us at: PO Box 1000, Andover, BX1 1LT

Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)

Visit us online: www.lloydsbank.com

Your branch: VICTORIA (309950)

Sort code: 30-99-50 Account number: 78202260

BIC: LOYDGB21287

IBAN: GB84 LOYD 3099 5078 2022 60

023255 PDOEA04-20250502-05659-084437

CHAWLEIGH PARISH COUNCIL

14 STATION ROAD

YEOFORD

CREDITON

DEVON

EX17 5HU

40400 C

COMMUNITY ACCOUNT

CHAWLEIGH PARISH COUNCIL

Our records indicate that your business is not eligible for FSCS deposit protection.Further details can be found on the [Useful Information](#) page.

Account summary

Balance On 01 Apr 2025	£21,490.55
Total Paid In	£9,112.91
Total Paid Out	£1,815.24
Balance On 30 Apr 2025	£28,788.22

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
01 Apr 25		STATEMENT OPENING BALANCE			21,490.55
09 Apr 25	BGC	MDDC CREDITORS REF - 00009	8,160.00		29,650.55
10 Apr 25	FPO	STEPHEN GODLY 300000001543661686 PRINTER 309861 10 10APR25 15:02		283.27	29,367.28
10 Apr 25	FPO	CLYST HONITON PARI 500000001540241894 252603 309908 10 10APR25 15:02		54.00	29,313.28
10 Apr 25	FPO	DEVON ASSOCIATION 600000001539975996 6397 308467 10 10APR25 15:02		265.66	29,047.62
10 Apr 25	FPO	COUNTRYWIDE GROUND 100000001531054893 624889 163424 10 10APR25 15:02		242.17	28,805.45
15 Apr 25	BGC	HMRC VTR XJV126000103078	952.91		29,758.36
17 Apr 25	BP	ROBERT JOHN MARTIN		365.30	29,393.06
17 Apr 25	BP	HM REVENUE & CUSTO		97.12	29,295.94
22 Apr 25	PAY	SERVICE CHARGES REF : 452550401		4.25	29,291.69
24 Apr 25	DD	IONOS CLOUD LTD. V77374637-61259740		7.20	29,284.49
28 Apr 25	SO	LILIAN JONES		152.08	29,132.41
28 Apr 25	DD	IONOS CLOUD LTD. V87241341-64278288		7.20	29,125.21
30 Apr 25	FPO	JUBILEE HALL 200000001547343885 PC 16 APRIL 25 309049 10 30APR25 12:42		30.00	29,095.21
30 Apr 25	FPO	DR R D AYLING 600000001551092405 SUNDRIES 602340 10 30APR25 12:42		20.38	29,074.83
30 Apr 25	FPO	COUNTRYWIDE GROUND 600000001551093683 629545 163424 10 30APR25 12:43		256.61	28,818.22
30 Apr 25	FPO	JUBILEE HALL 600000001551148001 CLEAN UP DAY 309049 10 30APR25 13:54		30.00	28,788.22
30 Apr 25		STATEMENT CLOSING BALANCE	9,112.91	1,815.24	28,788.22

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

BGC - Bank Giro Credit

FPO - Faster Payment

BP - Bill Payment

PAY - Payment

DD - Direct Debit

SO - Standing Order

2526-035

Account Name
CHAWLEIGH PARISH COUNCIL

Account No Sort Code Page No
61032069 55-50-29 1 of 2



CHAWLEIGH PARISH COUNCIL
23 FOUR WAYS DRIVE
CHULMLEIGH
DEVON
EX18 7AZ

Business Reserve Account

Summary	
Statement Date	30 APR 2025
Period Covered	29 MAR 2025 to 30 APR 2025
Previous Balance	£4,153.25
Paid In	£8.58
Withdrawn	£0.00
New Balance	£4,161.83
BIC	NWBKGB2L
IBAN	GB07NWBK55502961032069

Welcome to your NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at www.natwest.com
If you have changed your address or telephone number please let us know.
Interest paid for this account during TAX year 2024/25 was Gross interest £57.70
Interest rate: 1.10% Gross / 1.11% AER

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
29 MAR 2025	BROUGHT FORWARD			4,153.25
31 MAR	Interest 31MAR GRS 61032069	4.41		4,157.66
30 APR	Interest 30APR GRS 61032069	4.17		4,161.83

National Westminster Bank Plc. Registered in England & Wales No.929027.
Registered Office: 250 Bishopsgate, London, EC2M 4AA.
Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

2526-035

Account Name
CHAWLEIGH PARISH COUNCIL

Account No Sort Code Page No
61058599 55-50-29 1 of 2



CHAWLEIGH PARISH COUNCIL
23 FOUR WAYS DRIVE
CHULMLEIGH
DEVON
EX18 7AZ

Current Account

Summary	
Statement Date	30 APR 2025
Period Covered	29 MAR 2025 to 30 APR 2025
Previous Balance	£9,646.71
Paid In	£170.76
Withdrawn	£0.00
New Balance	£9,817.47
BIC	NWBKGB2L
IBAN	GB42NWBK55502961058599

Welcome to your NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at www.natwest.com
If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
29 MAR 2025	BROUGHT FORWARD			9,646.71
03 APR	Automated Credit CHAWLEIGH VILLAGE. JANE HALL (RENT) FP 03/04/25 0125 L2GITYG00004834216	42.69		9,689.40
10 APR	Automated Credit CHAWLEIGH VILLAGE. JANE HALL (RENT) FP 10/04/25 0153 L2LBCWP00000181354	42.69		9,732.09
17 APR	Automated Credit CHAWLEIGH VILLAGE. JANE HALL (RENT) FP 17/04/25 0148 L2SVLKA00000173794	42.69		9,774.78
24 APR	Automated Credit CHAWLEIGH VILLAGE. JANE HALL (RENT) FP 24/04/25 0124 L2SVLKA00000408242	42.69		9,817.47

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Registered Office: 250 Bishopsgate, London, EC2M 4AA.
Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.