

Chawleigh Parish CouncilWednesday 15th October 2025

There was a meeting of Chawleigh Parish Council on Wednesday 15th October 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.

In attendance: Rob Martin (Parish Clerk)

No members of the public

MINUTES

2526-81 APOLOGIES

There were no apologies for absence.

2526-82 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

2526-83 MINUTES

On a proposal by Cllr. Ayling, seconded by Cllr. Flavin it was **Resolved** to approve, as a correct record, the minutes of the Parish Council Meeting held on 27th August 2025.

2526-84 COUNCIL REPORTS

a) To receive the Clerk's Report

The clerk reported that he was back at his desk but not yet working full-time. This might mean that responses are a little slower than usual and he would be looking to increase output over the next month or two.

b) To receive the Chairman's Report

The chairman had nothing to report that was not covered by agenda items.

c) Other Councillor Reports

Cllr. Martin had investigated the potential diversion of buses as a result of advertised South West Water roadworks. It has transpired that the work is not going ahead, so he contacted Devon County Council to see if the diversion was going to be stopped but had not been able to get an answer. He also pointed out that the hedge at the bottom of Chawleigh Hill needed cutting and he would report this on the DCC website.

Cllr. Cockram reported on the rubbish outside of the nursery which was now sorted,

Wednesday 15th October 2025

the early closure of the toilets and the need for a new Lands Charity Trustee.

Cllr. Ayling reported on the need for hedges in the village that need to be cut back which would be publicized on the hub.

Cllr. Eginton reported that he was keeping an eye on the TESCO community fund application for the playing field. He also questioned the planning position with Airbnb's of which there were a number in the parish. He was not aware of any planning applications for Airbnb's some of which were part of an occupied property and others were whole properties being rented out. The clerk investigated the planning rules online which said that properties could be rented out for 90 days or less per annum without permission, but more intensive lettings required an application for a new C5 category. District Cllr. Keable would request a statement from the planning team.

The Chairman adjourned the meeting to allow public participation

2526-85 PUBLIC AND OTHER BODIES' SESSION

- a) County Councillor & District Councillor Keable had circulated his report for October 2025 and added that Highways were trailing new materials for road repairs which was looking positive.
- b) No members of the public were present

The Chairman reopened the meeting

2526-86 PARISH CLERK POSITION

The chairman had spoken to a lady who had expressed an interest in becoming parish clerk following Rob's wish to retire from this role. She had been sent a job description and other details, and Rob had also spoken to her, suggesting that she send a CV in to be considered by councillors.

There was a discussion on possible outcomes for the Local Government Reorganisation in Devon and the clerk would circulate the comments resulting from the MDDC 'State of the District' event alongside his observations.

2526-87 RISK ASSESSMENT

Cllr. Ayling had circulated a revised version of this document. The number of days for the production of minutes would be set at 7, to be the sending out of a first draft to the chairman. The clerk would draw up a final version and circulate this to all councillors. The list of computer file passwords would be sent to the chairman and vice-chairman of the council in order to be sure of continued access to parish council records.

On a proposal by Cllr. Ayling, seconded by Cllr. Flavin, it was **Resolved** to adopt the revised version of the document.

2526-88 WEBSITE

A proposal for a new website had been received from Parish Web and Host which had quoted

Wednesday 15th October 2025

a total of £479 to produce the site with an annual charge of £225 for hosting the site and providing new email addresses. There was a question of what extra it will cost to migrate the information on the current website to the new one.

It would be useful if links to Facebook and Instagram can be included on the website.

On a proposal by Cllr. Godly, seconded by Cllr. Ayling, it was **Resolved** to accept the quotation subject to a price being obtained for the file migration and to include Social Media links.

2526-89 LET'S GO WILD GRANT REQUEST

Cllrs. Martin and Westaway had attended an online demonstration by 'Lets Go Wild' and following this they had been asked whether Chawleigh Parish Council would fund the hire of the Jubilee Hall for a face-to-face meeting.

On a proposal by Cllr. Godly, seconded by Cllr. Ayling, it was **Resolved** that the parish council would not fund the hall hire on the basis that it did not have sufficient funds available for this purpose.

2526-90 SHOP RENT

The shop rent has continued at £2,220 per annum, or £42.69 per week. There was a belief that there should be an increase in the rent for the coming year, and it was just necessary to consider by how much? The parish council had to consider the community benefit of the successful operation of the shop against that the commercial interest it has as landlord. Further information would be gathered for the next meeting so that the parish council would have firm details to consider before the rent level is determined for next year.

The clerk would obtain the latest accounts for the shop and work in changes in rental values to demonstrate their sensitivity on profit margins.

2526-91 CHURCHYARD GRANT

On a proposal by Cllr. Eginton, seconded by Cllr. Flavin, it was **Resolved** to pay a grant of £300 to the PCC towards churchyard maintenance.

2526-92 REMEMBRANCE DONATION

On a proposal by Cllr. Eginton, seconded by Cllr. Ayling, it was **Resolved** to pay £50 (excluding VAT) to the Royal British Legion for the Remembrance Day wreath.

2526-93 OLD POLE REMOVAL

The chairman had discussed this with National Grid and the current position was that new contractors were being sought as the old removal contract had been ceased. The chairman would update further when he received more information.

2526-94 PLAYING FIELD EQUIPMENT

Cllr. Cockram confirmed that the Playing Field Charity was able to offer £5,000 towards the

Wednesday 15th October 2025

cost of the new play equipment to replace that which was condemned by Playsafety.
The analysis of the total amount available for the equipment was therefore:

Source		£
Reserves		
	Play Equipment Reserve	8,076.88
	Legal Fees Reserve (Not now required)	670.00
Section 106	As per MDDC Listing	3,423.00
Grant	DCC Community Grant	500.00
Playing Field	Donation from Committee	5,000.00
TOTAL		17,669.88

In addition, there would possibly be a grant from Tesco of £500 - £1,000 dependent on the blue 'coin' outcome by 31st December 2025.

Overall, there would be a total of around £18,000 available for the equipment. The clerk would liaise with Cllr. Cockram to consider what different contractors had available for an all-in cost of £18,000. Cllr. Cockram would again ask TK Play to revise its quotation for equipment already chosen as a starting point.

2526-95 **BUDGET & PRECEPT 2026/27**

A report from the parish clerk on his initial thoughts on a budget for the next financial year had been circulated. He had just looked at the likely outcome for the current year and projected forward for next year on the basis of a 'standstill' budget. It was important with the consideration of the potential budget and precept for 2026/2027 that the reserves level resulting should be sufficient to consider options resulting from the Local Government Reorganisation for Devon likely to be implemented from 1st April 2028.

2526-96 **BANK RECONCILIATION**

On a proposal by the Chairman, it was **Resolved** that the reconciliation be adopted.

2526-97 **RECEIPTS & PAYMENTS COMPARED TO BUDGET**

The statement of Receipts and Payments compared to Budgets for the period from 1st April 2025 to 30th September 2025 was noted.

Cllr. Westaway requested that the clerk get information from the insurance company to request a split of the premium between normal parish council activity and that of insuring the shop.

2526-98 **RECEIPTS & PAYMENTS SCHEDULE**

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

Wednesday 15th October 2025**PAYMENTS**

Payment to	Services	Month	Amount £	Payment No.
2024/2025				
Lilian Jones	Caretaker	July 2025	152.08	SO
RJ Martin	Salary	July 2025	365.10	2526-12
HMRC	Tax Deduction	July 2025	97.32	2526-12
Lilian Jones	Caretaker	Aug 2025	152.08	SO
RJ Martin	Salary	Aug 2025	424.25	2526-14
HMRC	Tax Deduction	Aug 2025	122.99	2526-14
Lilian Jones	Caretaker	Sept 2025	152.08	SO
RJ Martin	Salary	Sept 2025	377.05	2526-17
HMRC	Tax Deduction	Sept 2025	102.34	2526-17
Lilian Jones	Caretaker	Oct 2025	152.08	SO
RJ Martin	Salary	Oct 2025	377.05	2526-19
HMRC	Tax Deduction	Oct 2025	102.34	2526-19
IONOS	Website Domain	July 2025	7.80	Card
IONOS	Email Access	July 2025	7.20	Card
IONOS	Website Domain	Aug 2025	7.80	Card
IONOS	Email Access	Aug 2025	7.20	Card
IONOS	Website Domain	Sept 2025	7.80	Card
IONOS	Email Access	Sept 2025	7.20	Card
IONOS	Website Domain	Oct 2025	7.80	Card
IONOS	Email Access	Oct 2025	7.20	Card
Countrywide Grounds Maintenance	Grass Cutting	May 2025	256.61	2526-13
Countrywide Grounds Maintenance	Grass Cutting	June 2025	256.61	2526-13
Countrywide Grounds Maintenance	Grass Cutting	July 2025	256.61	2526-16
Countrywide Grounds Maintenance	Grass Cutting	Aug 2025	256.61	2526-16
Community First Trading	Insurance Premium		836.26	2526-07
Mulberry LAS	Internal Audit		175.50	2526-07
Town and Town	VE Day Entertainment		100.00	2526-07
Glenis & Keith Bibby	VE Day Entertainment		45.00	2526-08
Jubilee Hall	Venue Hire		55.00	2526-10
Daphne Cockram	Refreshment Spring Clean		49.18	2526-11
St John Ambulance	Chawleigh Fair Safety		275.56	2526-15
Denby Smith Electrical	Shop Repairs		271.76	2526-18
Nisbets Ltd	Boiler for Village Hall		589.88	2526-18

Wednesday 15th October 2025**RECEIPTS**

Receipt from	Services		Amount £	Method
2024/2025				
Jubilee Hall	Boiler Purchase		589.88	FPI
Steve Godley	Defibrillator Donations		155.00	BC
Jane Hall	Shop Rental		554.97	BC
NatWest Bank	Interest		11.14	BC

2526-99

PLANNING APPLICATIONS**a) Planning Applications made since the last meeting**

Reference	Location	Proposal
None		

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

Reference	Location	Proposal	Decision
None			

c) Other Planning Matters

None

2526-100

DATE OF NEXT MEETING

The next meeting of Chawleigh Parish Council is scheduled to be Wednesday 26th November 2025, in Chawleigh Village Hall at 7.30pm.

2526-101

MEETING CLOSURE

The meeting was closed at 9.22pm.

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	Medium	High
1 - 6	8 - 12	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 $1 \times 3 = 3$	Councillors	When calculating the precept, a detailed budget report showing the previous year, current year and next two years projections is considered by the full council before a decision is made in January.	Maintain existing arrangements. Ensure clerks job description includes dates that these essential duties must be completed by.
Precept & budget	Overspend of operational budget $3 \times 3 = 9$	Councillors	- 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 $2 \times 1 = 2$	Clerk	The information is submitted to Mid Devon District Council in a timely fashion.	Maintain existing arrangements Ensure clerks job description includes dates that these essential duties must be completed by.

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	- 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 Ensure clerks job description includes dates that these essential duties must be completed by.
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	- Clerk has attended training. - Reclaim VAT online at least once every six months including each year-end.	Maintain existing arrangements Ensure clerks job description includes dates that these essential duties must be completed by.
Financial records & reporting	Failure to keep proper or adequate financial records 1 x 3 = 3	Councillors & Clerk	- 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	Councillors & Clerk	- 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.	Maintain existing arrangements Ensure clerks job description includes dates that these

Subject	Risk Description Likelihood x Impact	Responsibility	Management & Control of Risk	Review & Action Required
	2 x 3 = 9		- Councillors responsible for Financial Review check quarterly budget and bank reconciliation reports. - 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)	essential duties must be completed by.
Receipt of grant funding	Risk of irregular use of received grant funds 2 x 3 = 6	Clerk & councillors	- 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	- 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	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	- 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: - - 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	Maintain existing arrangements Ensure clerks job description includes dates that these essential duties must be completed by.

Subject	Risk Description Likelihood x Impact	Responsibility	Management & Control of Risk	Review & Action Required
			- Libel & slander £250k - Legal expenses £100k - Money - 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 x 5 = 5	Clerk & councillors	Public Liability Insurance for £10m in place	Maintain existing arrangements
Banking	Potential for fraud or theft 2 x 3 = 6	Councillors & Clerk	- 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 Ensure that more than 2 signatories are approved
Banking	Risk of incorrect payments and bank mistakes 3 x 4 = 12	Clerk	- 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 Ensure clerks job description includes dates that these essential duties must be completed by.
Banking	Risk of fraud/ incorrect payments/transfer via internet banking	Clerk/RFO	Councillors regularly check banking app to ensure payments processed are in accordance with council decisions.	Maintain existing arrangements

Subject	Risk Description Likelihood x Impact	Responsibility	Management & Control of Risk	Review & Action Required
Best value for money	4 x 3 = 12 Failure to seek best value 3 x 3 = 9	Councillors	- Use of Scribe accounts, production of its reports and bank reconciliations to ensure internal checks in place. - 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	- 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	- 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 either through attendance at a course or 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	- Code of Conduct adopted - Declaration of interests and requests for dispensations are a standing agenda item at full Council meetings.	Maintain existing arrangements

Subject	Risk Description Likelihood x Impact	Responsibility	Management & Control of Risk	Review & Action Required
Councillors	Breach of confidentiality 2 x 4 = 8	Councillors & Clerk	- Register of Members' interests to be maintained and this is a standing agenda item at a full Council meeting. - Confidential files and emails clearly marked. Code of Conduct adopted. - Members reminded of confidentiality matters when required. - Communications & Media Policy in place.	Maintain existing arrangements
Councillors	Failure to attract candidates for councillor vacancies 3 x 3 = 9	Councillors	- Vacancies are actively publicised, e.g. on Council's website and on the local council noticeboard - 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	- 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	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 Ensure clerks job description includes dates that these essential duties must be completed by.
Meetings	Failure to conduct the Council's business properly	Chairman	Business conducted at Council meetings should be managed by the Chairman according to the agreed Standing Orders.	Maintain existing arrangements Ensure clerks job description includes dates that these

Subject	Risk Description Likelihood x Impact	Responsibility	Management & Control of Risk	Review & Action Required
	1 x 3 = 3		- The Standing Orders are reviewed annually in May. - The Chairman should be provided with training and development opportunities.	essential duties must be completed by.
Meetings	Council decisions not implemented 3 x 3 = 9	Councillors & Clerk	- Council meetings are quorate. - Accurate recording of Council business is made in the minutes. - Draft minutes are approved at the next full Council meeting and signed by the Chair.	Record attendance at meetings.
Meetings	Lack of public participation 3 x 3 = 9	Chairman	- The Council meetings are publicised on the Council's website and on the local council noticeboard. - 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	- Draft minutes are circulated to the Chairman and Vice-Chairman for comment before circulation to the Council within 7 days of the meeting. - 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 4 x 3 = 12	Clerk	- Website content updated regularly. - Website hosted on Community website. - Website Management Policy in place.	Obtain improved website, and facilitate access to some parts of the website for other councillors to update, specifically for local information

Subject	Risk Description Likelihood x Impact	Responsibility	Management & Control of Risk	Review & Action Required
EMPLOYEES				
Clerk	Non-compliance with employment law 3 x 4 = 12	Councillors & Clerk	- Job description and contract agreed. - Staff Appraisal Policy in place. - Employer Liability Insurance in place £10m (includes Official's indemnity) - Fidelity Guarantee £50k (i.e. employee's dishonesty based on a formula of total balances plus 50% of precept)	Develop Grievance Policy Develop Disciplinary Policy Schedule annual staff appraisal
Clerk	Role performed inadequately 2 x 3 = 6	Councillors & Clerk	- 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. The chair and clerk to ensure staff appraisal happens annually as per Chawleigh governance on Staff Appraisal
Clerk	Risk of job-related injury or illness 2 x 4 = 8	Councillors	- Employers Liability for £10m held, includes Official's indemnity. - Risk Assessments carried out to ensure safe practices	Maintain existing arrangements and check risk assessments in place.
Clerk	Risk of salary and expenses being paid incorrectly 3 x 3 = 9	Councillors & Clerk	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	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.

Subject	Risk Description Likelihood x Impact	Responsibility	Management & Control of Risk	Review & Action Required
ASSETS, INCLUDING BUILDINGS				
Assets & Building	Risk of damage or injury to third party 2 x 3 = 6	Councillors	- Public Liability Insurance for £10m held - Risk assessments are carried out to ensure safety	Ensure clerks job description includes dates that these essential duties must be completed by.
Assets & building	Risk of damage to assets 2 x 3 = 6	Councillors	- Insurance cover held for the Council's assets and buildings. - 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.	Maintain existing arrangements Maintain existing arrangements Ensure clerks job description includes dates that these essential duties must be completed by.
BUSINESS CONTINUITY				
Council records	Risk of loss of paper records through theft, fire damage etc... 2 x 4 = 8	Clerk	- 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.

Subject	Risk Description Likelihood x Impact	Responsibility	Management & Control of Risk	Review & Action Required
Council records	Risk of loss of electronic records through data corruption, theft etc 1 x 5 = 5	Clerk	- 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. Ensure The chair and deputy chair has access to dropbox.
DATA PROTECTION				
Confidentiality	Risk of breach of confidentiality 2 x 4 = 8	Councillors & Clerk	- 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. - 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.	Maintain existing arrangements

Website Build

2526-109

We offer a straightforward, affordable website solution for Parish and Town Councils. Our pricing is fixed and transparent:

- **£399** for a professionally designed website
- **£100** for an optional news section
- **£100** for an optional events calendar

Each website is built within **1.5 days**, ensuring a high-quality and efficient service. As some websites require more content or customization than others, we offer two options if additional work is needed:

1. **Additional Development Time** – You can choose to pay for extra time if you'd like us to continue building your site beyond the initial 1.5 days.
2. **Self-Completion with Support** – We provide full training and ongoing support so you can easily complete and manage your website yourself.

This approach keeps costs predictable while ensuring you get a website that meets your council's needs. If you have any questions, we're happy to help!

Website Hosting £225pa

Including:

Unlimited Storage
Unlimited Email Accounts
Webmail
Malware security
Website Updates
60 days of Website Backups
30 days of Email Backups
Free Training
Free Support

Including:

FREE SSL Security Certificate*
Media Library Manager
A new and agreed navigation and page structure
Admin Logins

Recommended Website Options

News Section – £100

Create news posts to keep the community up to date with what happening in their community.

Domain name management

Domains are £80pa (Free Emails are included as per your hosting package)

Your choices are:

chawleigh-pc.gov.uk
chawleighparishcouncil.gov.uk
chawleighcouncil.gov.uk

Time Scales

2526-109

From the beginning of June.

Your Pricing Summary:

Website + News £499

Annual Hosting inc email: £225

Annual Gov Domain: £80 per year

Additional Time if requested:

Looking at your site It is expected we will be on time and on budget

Any additional work can be requested after the site is completed. Hourly at £45pa, Day rate: £325

Providing us with your Data:

Sitemap (list of pages, [Example Template xls](#))

Page content – in Word Doc

Policy Documents – In PDF format

Agendas & Minutes – In pdf format ([using a clear file format](#))

Financial documents – In pdf format ([using a clear file format](#))

Images: Large please so we can crop and resize.

Content can be sent via Wetransfer.com for free (up to 2gb)

Parish Web&Host supporting Parish and Town Councils nationwide.

CW Countrywide™

GROUNDS MAINTENANCE

2 The Orchard, Hitchcocks Business Park, Uffculme, EX15 3FH

Rob Martin
Chawleigh Parish Council
Chawleigh Parish Council Play Park
Chawleigh
EX18 7HH

Date: 06 November 2025
Expiry Date: 06 December 2025

Play Equipment Repair
Composed by: **Ashley Clapp**
Quote #: **6336**

Introduction

This quote is broken into 4 sections for your review. These include:

- Quotation
- Project description
- Associated pictures
- Terms of service

If you have any questions about the content, please feel free to get in touch.



Quotation

DESCRIPTION	QTY	RATE	TOTAL
Supply, Deliver And Labour	1.00	£255.15	£255.15
Total Cost exc. VAT		£	255.15

Project Description

- Supply, deliver and install the following, includes labour, products, delivery, plant, all tools & inclusive of travel.
 - This quotation allows for the replacement of the steel core rope that is broken on the play equipment.
 - New playground approved green 16mm Steel core combination rope to be installed.
- All waste to be removed from site.

Associated Pictures



Terms of Service

- NB:** This quote is on the assumption the team attending have unrestricted access both on and off of the place of work throughout the duration of the works
- NB:** This quote assumes the team can park close to the area of works throughout the duration of the job
- NB:** This quote assumes all works have been agreed with the effected residents. Any forced stoppage of these works due to disputes with effected parties will result in the works being billable to 50% of the total cost or for the amount completed, as is greater.

CHAWLEIGH PARISH COUNCIL
Budget Analysis 2026/2027

2516-117

2024/2025 Actual		2025/2026 Budget	2025/2026 Revised Budget	2026/2027 Draft Budget
£		£	£	£
RECEIPTS				
2,220	Shop Rent	2,220	2,220	2,220
15,000	Precept	16,320	16,320	16,828
58	Interest	10	35	10
1,000	Grants & Other Donations	-	450	-
211	Event Income	-	-	-
817	Defibrillator Donations	-	400	-
-	Section 106 Income	-	-	-
19,306	TOTAL Receipts	18,550	19,425	19,058
PAYMENTS				
Administration				
210	External Audit	210	-	-
195	Internal Audit	240	146	200
35	ICO	35	47	47
190	Email/Website - Old	200	150	-
	Email/Website - New		804	305
816	Insurance	880	836	880
-	Elections	-	-	-
443	IT&C	350	450	550
-	Printing	-	100	-
215	Office Consumables	100	100	100
-	Postage	50	50	50
-	Refreshments	50	50	50
368	Venue Hire/Zoom	350	350	350
4	Bank Charges	-	51	50
Clerk & Councillors				
5,478	Clerk's Salary	5,750	5,655	5,825
-	NI	-	100	50
-	Clerk's Expenses	150	150	150
-	Training & Development	300	300	300
Subscriptions				
220	DALC/NALC	180	231	250
43	SLCC	60	54	60
Public Toilets				
1,825	Cleaner	2,300	1,825	1,825
53	Consumables	200	200	200
180	Maintenance	200	200	200
Village Shop				
575	Shop Maintenance	200	226	200
Playing Field				

CHAWLEIGH PARISH COUNCIL
Budget Analysis 2026/2027

2516-117

2024/2025 Actual		2025/2026 Budget	2025/2026 Revised Budget	2026/2027 Draft Budget
£		£	£	£
206	Annual Inspection	110	110	110
2,220	Grass Cutting	2,100	2,340	2,450
-	DAA Light Maintenance	100	-	-
1,780	General Maintenance	-	80	-
	Telephone Kiosk			
-	Maintenance	-	-	-
	Community Storage			
(91)	Solicitors Fees	-	-	-
104	Rent	60	60	60
	Maintenance			
584	Verge Cutting	750	748	770
48	Landscaping	-	-	-
-	Weed Spraying	300	300	300
-	Defibrillator	-	-	-
	Events			
364	D-Day Commemoration	-	-	-
203	VE Day Celebrations	417	533	-
	Grants & Donations			
-	Parish Grant	-	-	-
300	Churchyard Grant	300	300	300
225	Hot Lunch Venue	300	300	300
50	Poppy Appeal (S137)	50	50	50
-	General Donations (S137)	500	500	500
	Boiler	-	450	-
16,842	TOTAL Payments	16,792	17,846	16,482
(2,464)	Net Payments/(Receipts)	(1,758)	(1,579)	(2,576)
777	VAT Income	-	2,145	110
1,424	VAT Expenditure	-	700	-
646			(1,445)	(110)
(1,818)	Net Payments/(Receipts) including VAT		(3,024)	(2,686)
(33,477)	Balance b/f	(35,295)	(35,295)	(38,319)
(1,818)	Net Payments/(Receipts)	-	(3,024)	(2,686)
(35,295)	Current Balance	(35,295)	(38,319)	(41,005)

CHAWLEIGH PARISH COUNCIL

GENERAL & EARMARKED RESERVES

	31/03/2025	31/03/2026	31/03/2027
	Outturn	Revised Budget	Budget
	£	£	£
General Reserve	12,515.95	13,145.98	13,811.98
Earmarked Reserves			
Shop Emergency Repairs	3,000.00	3,000.00	3,000.00
Shop Rental Fund	6,645.59	8,639.59	10,659.59
Public Toilet Emergency Repairs	1,000.00	1,000.00	1,000.00
Replacement Playing Field Equipment	8,746.88	8,746.88	8,746.88
Defibrillator Fund	1,475.50	1,875.50	1,875.50
P3 PROW	1,911.00	1,911.00	1,911.00
	35,294.92	38,318.95	41,004.95

Chawleigh Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

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

Date: _____

Bank Reconciliation at 31/10/2025			
	Cash in Hand 01/04/2025		35,294.92
	ADD		
	Receipts 01/04/2025 - 31/10/2025		19,543.74
			54,838.66
	SUBTRACT		
	Payments 01/04/2025 - 31/10/2025		9,467.49
A	Cash in Hand 31/10/2025		45,371.17
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Petty Cash	31/10/2025	0.00
	NatWest Current	31/10/2025	0.00
	Natwest Shop	31/10/2025	10,158.36
	Natwest Savings	31/10/2025	4,184.22
	Lloyds Current	31/10/2025	31,028.59
			45,371.17
	Less unrepresented payments		
			45,371.17
	Plus unrepresented receipts		
B	Adjusted Bank Balance		45,371.17
A = B Checks out OK			

Chawleigh Parish Council
14 STATION ROAD
YEOFORD
CREDITON
DEVON
EX17 5HU

Your Account

Sort Code 30-99-50
Account Number 78202260

COMMUNITY ACCOUNT

01 October 2025 to 31 October 2025

Money In	£8,749.88	Balance on 01 October 2025	£22,988.54
Money Out	£709.83	Balance on 31 October 2025	£31,028.59

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
06 Oct 25	MDDC CREDITORS REF - 00006	BGC	8,160.00		31,148.54
13 Oct 25	HMRC VTR XJV126000103078	BGC	589.88		31,738.42
15 Oct 25	AMAZON* S88XA0BV5 CD 1715	DEB		66.31	31,672.11
20 Oct 25	ROBERT JOHN MARTIN	BP		377.05	31,295.06
20 Oct 25	HM REVENUE & CUSTO	BP		102.34	31,192.72
20 Oct 25	SERVICE CHARGES REF : 466995806	PAY		4.25	31,188.47
23 Oct 25	IONOS CLOUD LTD. V77374637-60321357	DD		7.80	31,180.67
28 Oct 25	LILIAN JONES	SO		152.08	31,028.59

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			



Transactions

Your transactions

Account type: **Business Current**Account number: **61058599**Sort code: **555029**Account name: **SLA CPC COMMUNITY BU**Date: **10 Nov 2025**

Showing: 01 Oct 2025 to 31 Oct 2025, All Transactions

Date	Type	Description	Paid in	Paid out	Balance
30 Oct 2025	BAC	CHAWLEIGH VILLAGE., JANE HALL (RENT) , FP 30/10/25 0110 , L2GPGSP00001178003	£42.69		£10,158.36
23 Oct 2025	BAC	CHAWLEIGH VILLAGE., JANE HALL (RENT) , FP 23/10/25 1647 , L2GPGSP00000863183	£42.69		£10,115.67
16 Oct 2025	BAC	CHAWLEIGH VILLAGE., JANE HALL (RENT) , FP 16/10/25 0104 , L2GPGSP00000595813	£42.69		£10,072.98
09 Oct 2025	BAC	CHAWLEIGH VILLAGE., JANE HALL (RENT) , FP 09/10/25 0101 , L2GPGSP00000332213	£42.69		£10,030.29
02 Oct 2025	BAC	CHAWLEIGH VILLAGE., JANE HALL (RENT) , FP 02/10/25 0145 , L2GPGSP0000008449	£42.69		£9,987.60

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Transactions

Your transactions

Account type: **Business Reserve Account**

Account number: **61032069**

Sort code: **555029**

Account name: **SLA CHAWLEIGH PC**

Date: **10 Nov 2025**

Showing: 10 Oct 2025 to 07 Nov 2025, All Transactions

Date	Type	Description	Paid in	Paid out	Balance
31 Oct 2025	INT	31OCT GRS 61032069	£3.60		£4,184.22

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Chawleigh Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

10 November 2025 (2025-2026)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	16,320.00	16,320.00					(0%)
2	Grants General							(N/A)
8	Interest	10.00	26.56	16.56				16.56 (165%)
9	Donations Defibrillator							(N/A)
10	Section 106 Income							(N/A)
21	Clerk's Salary				5,750.00	3,298.75	2,451.25	2,451.25 (42%)
22	National Insurance					56.95	-56.95	-56.95 (N/A)
23	Clerk's Expenses				150.00		150.00	150.00 (100%)
24	Training & Development				300.00		300.00	300.00 (100%)
31	External Audit				210.00		210.00	210.00 (100%)
32	Internal Audit				240.00	146.25	93.75	93.75 (39%)
33	Information Commissioner's Office				35.00	47.00	-12.00	-12.00 (-34%)
34	Insurance Premium				880.00	836.26	43.74	43.74 (4%)
35	Elections							(N/A)
36	Printing							(N/A)
37	Stationery				100.00	55.26	44.74	44.74 (44%)
38	Postage				50.00		50.00	50.00 (100%)
39	Refreshments				50.00		50.00	50.00 (100%)
40	Venue Hire				350.00	185.00	165.00	165.00 (47%)
41	IT - Emails & Website				200.00	127.10	72.90	72.90 (36%)
42	IT - Hardware							(N/A)
43	IT - Software				350.00	79.90	270.10	270.10 (77%)
51	Subscription - DALC				180.00	231.00	-51.00	-51.00 (-28%)
52	Subscription - SLCC				60.00	54.00	6.00	6.00 (10%)
53	Subscription - Other							(N/A)
103	Community Shed Legal							(N/A)
128	VAT Refund							(N/A)
130	Bank Charges					29.75	-29.75	-29.75 (N/A)
131	Chawleigh Welcome Leaflet					94.16	-94.16	-94.16 (N/A)
132	Community Equipment					449.98	-449.98	-449.98 (N/A)
SUB TOTAL		16,330.00	16,346.56	16.56	8,905.00	5,691.36	3,213.64	3,230.20 (12%)

Chawleigh Village Shop

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Shop Rent	2,220.00	1,323.39	-896.61				-896.61 (-40%)
71	Village Shop Maintenance					226.47	-226.47	-226.47 (N/A)
72	Village Shop Improvements							(N/A)
73	Village Shop Support Grant							(N/A)
SUB TOTAL		2,220.00	1,323.39	-896.61		226.47	-226.47	-1,123.08 (-50%)

Village Maintenance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Grants - PROW							(N/A)

Chawleigh Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

10 November 2025 (2025-2026)

5 Section 106 Income						(N/A)
60 Public Toilet Cleaner	2,300.00	1,064.56	1,235.44	1,235.44	(53%)	
61 Public Toilet Consumables	200.00		200.00	200.00	(100%)	
62 Public Toilet Maintenance	200.00		200.00	200.00	(100%)	
81 Play Equipment Inspection	110.00		110.00	110.00	(100%)	
82 Play Equipment Maintenance					(N/A)	
83 Play Equipment Purchase					(N/A)	
84 Playing Field Grass Cutting	2,100.00	1,271.01	828.99	828.99	(39%)	
85 Playing Field Maintenance					(N/A)	
86 Village Maintenance		79.18	-79.18	-79.18	(N/A)	
87 Devon Air Ambulance Lighting	100.00		100.00	100.00	(100%)	
88 Village Improvements					(N/A)	
89 Telephone Kiosk Maintenance					(N/A)	
90 Verge Cutting	750.00		750.00	750.00	(100%)	
91 Weed Spraying	300.00		300.00	300.00	(100%)	
92 Noticeboards					(N/A)	
93 Tree Surgery					(N/A)	
94 Public Rights of Way					(N/A)	
95 Defibrillator	155.00	155.00			(N/A)	155.00
101 Community Shed Maintenance					(N/A)	
102 Community Shed Rent	60.00		60.00	60.00	(100%)	
SUB TOTAL	155.00	155.00	6,120.00	2,414.75	3,705.25	3,860.25 (63%)

Village Services

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
6	Events Income							(N/A)
111	Events Expenditure				417.00	532.68	-115.68	-115.68 (-27%)
121	Parish Grant Rent							(N/A)
122	Parish Grant Precept				500.00		500.00	500.00 (100%)
123	Churchyard Grant				300.00		300.00	300.00 (100%)
124	Hot Lunch Club Venue				300.00		300.00	300.00 (100%)
125	Poppy Appeal				50.00		50.00	50.00 (100%)
126	Warm Room							(N/A)
127	Capital Grants							(N/A)
129	Donations		176.00	176.00				176.00 (N/A)
SUB TOTAL			176.00	176.00	1,567.00	532.68	1,034.32	1,210.32 (77%)

Summary

NET TOTAL	18,550.00	18,000.95	-549.05	16,592.00	8,865.26	7,726.74	7,177.69 (20%)
V.A.T.		1,542.79			602.23		
GROSS TOTAL		19,543.74			9,467.49		