Chawleigh Parish Council

There was a meeting of Chawleigh Parish Council on Wednesday 27th August 2025 at 7.30pm in The Jubilee Hall, Chawleigh

Members Present R Ayling, S Godly (Chairman), J Flavin, D Cockram, H.Martin

Minutes

2526-58 **Apologies**

Apologies for absence has been received from Councillors Westaway & Eginton

Parish Clerk currently on sick leave.

Steve Keeble sent apologises, but report received.

2526-59 **Declarations of Interest**

Declarations of personal interest were received from:

The Chairman in relation to anything on the playing field and CCT

Councillor Cockram as a trustee of the Parish Lands Charity and the playing Field Committee.

Councillor Flavin whose husband is chairman of the CCT

Councillor Martin as a trustee of the Parish Lands Charity

2526-60 **Minutes** (using draft summary for notice board)

On a proposal by Councillor Ayling and Seconded by Councillor Flavin it was resolved to approve a draft copy of the minutes of the meeting held on Wednesday 9th July 2025

2526-61 **Councillors,Public & Other bodies session**

County and District councillor Keable had sent in a written report and circulated to all councillors.

Vicky Riddiford attended meeting & spoke about a new incentive called Lets go Wild! which is offering support & advice to every parish in Mid Devon to encourage biodiversity via things like habitat creation. Vicky is having a virtual meeting on Monday 15th September, which Councillor Martin has agreed to attend & report back at next meeting

2526-62 **Co-opting of councillors**

No interest currently, will keep advertising via Facebook & public notices.

2526-63 **Risk Assessment**

Councillor Ayling to rercirculate before next meeting

Needs to be on agenda for next meeting.

2526-64 **Website**

As clerk is currently off and no access to PC laptop at present, this will be on the next agenda.

2526-65 **CCT**

There has been a delay with proposed start date, still hoping to start on site by the end of the year

2526-66 **De-fib**

The yearly training session is on Wednesday 10th September, Councillor Godly proposed that the parish council pay for hall hire, Councillor Cockram 2nd, all in favour.

2526-67 **Church Yard Grant**

Councillor Cockram asked when last paid, Nov 2024 £300. On agenda for next meeting.

2526-68 **Bread Seller**

The monthly bread & cake seller have been asked to park outside Nursery area rather than on walkway by hall for safety reasons.

2526-69 **Clerk update**

Councillor Godly has spoken to the Clerk, he is recovering well, he has started a reduced working schedule, which will increase as he gets fitter. He is currently dealing with financial issues & emails.

2526-70 **Highways**

Potholes-DCC seem to be doing reported ones fairly quickly.

Road closures-Seem to be lots at the moment with no thought to disruption. Councillor Godly to email Steve Keeble.

Old power poles-Still haven't been removed, Councillor Godly to email National Grid

2526-71 **Chawleigh Lands Trust**

Still need to allocate a parish council representative to go on the Chawleigh Lands Trust committee. On agenda for next meeting.

2526-72 **Back Lane Parking**

We have received an email from a resident about a horse box lorry that is parked outside the horse box lorry owner's house. We have advised that this is a police matter not parish council or highways. Steve Keeble is aware & emailed.

2526-73 **Shop repairs update**

Electrician (Denby Smith) has been asked to replace 3 lights in shop as current ones have failed. Approx repair cost £300

2526-74 **106 Funding report**

A report has been circulated from MDDC to councillors

2526-75 **Bank Balance/Payments**

As of 31st July 2025- Shop account £10415.13, Natwest savings £4173.29, Lloyds £25037.61

Village hall invoices Hot lunch 29/8 £25, De fib training 10/9 £45, PC meeting 27/8 £30 & Hot lunch 23/7 £25 Total £125 Clerk to pay. Proposed by Councillor Cockram seconded by Councillor Martin all agreed.

2526-76 **Eggesford Parking**

No updates have been received

2526-77 **Planning**

25/00944/House Conversion of outbuilding to 2 storey ancillary accommodation, Belle Vue, Chawleigh. Proposed by Councillor Cockram to neutral comment, seconded by Councillor Martin, all in favour

25/01152/CAT Fell 1 Goat Willow & lift canopy on Norwegian Maple, Thorncroft, Chawleigh. Proposed by Councillor Cockram to neutral comment, seconded by Councillor Ayling, all in favour

2526-78 **AOB**

There is concern about the bags of rubbish being dumped by the litter bin at Lower Boxes Corner. Councillor Martin will report to MDDC Street Scene.

Councillor Ayling reported that £450 has been raised at the Drop in Cafe for Breast Cancer Now

2526-79 **Date of next meeting**

Wednesday 15th October 2025 at 7.30pm

2526-80 **Close of meeting**

20.32pm

Signed.................................

Date............................

2526-87

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	• When calculating the precept, a detailed budget report showing the previous year, current year and next two years projections is considered ~~by~~ 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 x 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 x 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.
Annual Return	Failure to complete	Councillors &	• Clerk attends training and development events as	Maintain existing arrangements

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Subject	Risk Description Likelihood x Impact	Responsibility	Management & Control of Risk	Review & Action Required
	Annual Return accurately or on time 3 x 3 = 9	Clerk	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.	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 2 x 3 = 9	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. • Councillors responsible for Financial Review check quarterly budget and bank reconciliation reports.	Maintain existing arrangements **Ensure clerks job description includes dates that these essential duties must be completed by.**

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Subject	Risk Description Likelihood x Impact	Responsibility	Management & Control of Risk	Review & Action Required
			• 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	• 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 ○ Libel & slander £250k ○ Legal expenses £100k ○ Money	Maintain existing arrangements Ensure clerks job description includes dates that these essential duties must be completed by.

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Subject	Risk Description Likelihood x Impact	Responsibility	Management & Control of Risk	Review & Action Required
			○ 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 4 x 3 =12	Clerk/RFO	• 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
Best value for money	Failure to seek best	Councillors	• The Council's Financial Regulations set out the	Maintain existing arrangements

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Subject	Risk Description Likelihood x Impact	Responsibility	Management & Control of Risk	Review & Action Required
	value 3 x 3 = 9		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.	
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. • 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	• Confidential files and emails clearly marked. Code of Conduct adopted. • Members reminded of confidentiality matters when	Maintain existing arrangements

Subject	Risk Description Likelihood x Impact	Responsibility	Management & Control of Risk	Review & Action Required
			required. • Communications & Media Policy in place.	
Councillors	Failure to attract candidates for councillor vacancies 3 x 3 = 9	Councillors	• Vacancies are actively publicised, e.g. on Council's website and ~~i~~on the local ~~magazine.~~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 1 x 3 = 3	Chairman	• 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 Ensure clerks job description includes dates that these 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.	Record attendance at meetings.

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Subject	Risk Description Likelihood x Impact	Responsibility	Management & Control of Risk	Review & Action Required
			• Draft minutes are approved at the next full Council meeting and signed by the Chair.	
Meetings	Lack of public participation 3 x 3 = 9	Chairman	• The Council meetings are publicised on the Council's website and ~~i~~on the local ~~magazine.~~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 X 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~~2 x 3 = ~~12~~6	Clerk	• Website content updated regularly. • Website hosted on Community website. • Website Management Policy in place.	~~Maintain existing arrangements.~~ Obtain improved website, and facilitate access to some parts of the website for other councillors to update, specifically for local information
EMPLOYEES				
Clerk	Non-compliance with employment law	Councillors & Clerk	• Job description and contract agreed. • Staff Appraisal Policy in place.	**Develop Grievance Policy** **Develop Disciplinary Policy**

Subject	Risk Description Likelihood x Impact	Responsibility	Management & Control of Risk	Review & Action Required
	3 x 4 = 12		• 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)	**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 governace 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.** **Ensure clerks job description includes dates that these essential duties must be completed by.**
ASSETS, INCLUDING BUILDINGS				

2526 87

Subject	Risk Description Likelihood x Impact	Responsibility	Management & Control of Risk	Review & Action Required
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	Maintain existing arrangements
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 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.**
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	Councillors &	• Council registered with the Information	Maintain existing arrangements

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Subject	Risk Description Likelihood x Impact	Responsibility	Management & Control of Risk	Review & Action Required
	confidentiality 2 x 4 = 8	Clerk	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.	

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Description	Severity Score	Likelihood Score	Overall Risk Score	Mitigation
Clerk leaves/unable to fulfil duties	5	3	15	Experienced CPC members can draw on experience. Detaile djob description with key dates in pace; previous clerks are contactable, Financial and other records available from Dropbox back up that Chair and deputy have access too. .
Chair resigns or is unavailable long term	2	2	4	Deputy Chair in place
Both Chair and deputy chair resign or unavailable long term	3	1	3	Other councillors can fulfil role temporarily and can be advised by the Clerk
Meeting Hall unavailable	3	1	3	The Jubillee Hall is the main public accessible place in Chawleigh where CPC meetings are held. However in exceptional circumstances other venues such as The Church, The Earl of Portmaouth or Royal Oak may offer a temporary meeting location
Contracts for maintaining playing fields not fulfilled	3	3	9	Several companies offer services that can be obtained at a price. So finding alternative contractors is possible. It may be possible in the worse case scenario that local farmers may help
Not having a quorum	2	2	4	Current CPC members are committed to help the local village, so unlikely meeting can not be rescheduled if a sufficient number of councillors can not attend
			0	
			0	
			0	

2526.95

CHAWLEIGH PARISH COUNCIL
Budget Analysis 2025/2026

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	16,320
58	Interest	10	35	10
1,000	Grants & Other Donations	-	-	-
211	Event Income	-	-	-
817	Defibrillator Donations	-	400	-
				-
-	Section 106 Income	-	-	-
19,306	**TOTAL Receipts**	**18,550**	**18,975**	**18,550**
	PAYMENTS			
	Administration			
210	External Audit	210	-	-
195	Internal Audit	240	146	200
35	ICO	35	47	47
190	Email/Website	200	240	-
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
	Subsciptions			
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			
206	Annual Inspection	110	110	110
2,220	Grass Cutting	2,100	2,340	2,450

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CHAWLEIGH PARISH COUNCIL
Budget Analysis 2025/2026

2024/2025 Actual £		2025/2026 Budget £	2025/2026 Revised Budget £	2026/2027 Draft Budget £
-	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	750	750
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
	Warm Room	-	-	-
16,842	**TOTAL Payments**	**16,792**	**16,684**	**16,157**
(2,464)	**Net Payments/(Receipts)**	**(1,758)**	**(2,291)**	**(2,393)**

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CHAWLEIGH PARISH COUNCIL

GENERAL & EARMARKED RESERVES

	31/03/2025				31/03/2026				31/03/2027
	Outturm	Transfer	Income	Spend	Revised Budget	Transfer	Income	Spend	Budget
	£	£	£	£	£	£	£	£	£
General Reserve	12,515.95	-	16,355.00	(16,458.00)	12,412.95	-	16,330.00	(15,957.00)	12,785.95
Earmaked Reserves									
Shop Emergency Repairs	3,000.00	-	-	-	3,000.00	-	-	-	3,000.00
Shop Rental Fund	6,645.59	-	2,220.00	(226.00)	8,639.59	-	2,220.00	(200.00)	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		400.00	-	1,875.50		-	-	1,875.50
P3 PROW	1,911.00	-	-	-	1,911.00	-	-	-	1,911.00
	35,294.92	-	18,975.00	(16,684.00)	37,585.92	-	18,550.00	(16,157.00)	39,978.92

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8 October 2025 (2025-2026)

Chawleigh Parish Council

Prepared by: RJ McW (?) Date: 8/10/25

Name and Role (Clerk/RFO etc)

Approved by: ____________________ Date: ________

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/09/2025			
	Cash in Hand 01/04/2025			35,294.92
	ADD Receipts 01/04/2025 - 30/09/2025			11,116.79
				46,411.71
	SUBTRACT Payments 01/04/2025 - 30/09/2025			9,297.64
A	**Cash in Hand 30/09/2025** (per Cash Book)			**37,114.07**
	Cash in hand per Bank Statements			
	Petty Cash	30/09/2025	0.00	
	NatWest Current	30/09/2025	0.00	
	Natwest Shop	30/09/2025	9,944.91	
	Natwest Savings	30/09/2025	4,180.62	
	Lloyds Current	30/09/2025	22,988.54	
				37,114.07
	Less unpresented payments			
				37,114.07
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**37,114.07**
	A = B Checks out OK			

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NatWest

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

Business Reserve Account

Summary	
Statement Date	30 SEP 2025
Period Covered	30 AUG 2025 to 30 SEP 2025
Previous Balance	£4,176.77
Paid In	£3.85
Withdrawn	£0.00
New Balance	£4,180.62
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 rate: 1.05% Gross / 1.06% AER

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
30 AUG 2025	BROUGHT FORWARD			4,176.77
30 SEP	Interest 30SEP GRS 61032069	3.85		4,180.62

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Account Name
CHAWLEIGH PARISH COUNCIL

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

NatWest

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

Current Account

Summary	
Statement Date	30 SEP 2025
Period Covered	30 AUG 2025 to 30 SEP 2025
Previous Balance	£10,585.89
Paid In	£170.76
Withdrawn	£811.74
New Balance	£9,944.91
BIC	NWBKGB2L
IBAN	GB42NWBK55502961058599

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Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
30 AUG 2025	BROUGHT FORWARD			10,585.89
04 SEP	Automated Credit CHAWLEIGH VILLAGE. JANE HALL (RENT) FP 04/09/25 0105 L2LXMUV00002236605	42.69		10,628.58
11 SEP	Automated Credit CHAWLEIGH VILLAGE. JANE HALL (RENT) FP 11/09/25 0107 L2FX4DV00000247420	42.69		10,671.27
18 SEP	Automated Credit CHAWLEIGH VILLAGE. JANE HALL (RENT) FP 18/09/25 0101 L2FX4DV00000493996	42.69		10,713.96
23 SEP	OnLine Transaction CHAWLEIGHPC LLOYDS NEW BOILER VIA ONLINE - PYMTB FP 23/09/25 10 44130116379366000N		539.98	10,173.98
	OnLine Transaction DENBY SMITH CHAWLEIGHPC 10537 VIA ONLINE - PYMTB FP 23/09/25 10 39130116160843000N		271.76	9,902.22
25 SEP	Automated Credit CHAWLEIGH VILLAGE. JANE HALL (RENT) FP 25/09/25 0106 L2FX4DV00000743125	42.69		9,944.91

2526-96

LLOYDS

08 October 2025

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

Your Account

Sort Code 30-99-50
Account Number 78202260

COMMUNITY ACCOUNT

01 September 2025 to 30 September 2025

Money In	£694.98	**Balance on 01 September 2025**	£24,044.48
Money Out	£1,750.92	**Balance on 30 September 2025**	£22,988.54

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
09 Sep 25	COUNTRYWIDE GROUND 600000001626267510 643050 -	FPO		513.22	23,531.26
11 Sep 25	S GODLY DEFIB 600000001627230062 309861	FPI	155.00		23,686.26
15 Sep 25	ICO ZA540492	DD		47.00	23,639.26
19 Sep 25	ROBERT JOHN MARTIN	BP		377.05	23,262.21
19 Sep 25	HM REVENUE & CUSTO	BP		102.34	23,159.87
19 Sep 25	SERVICE CHARGES REF : 464573287	PAY		4.25	23,155.62
23 Sep 25	SLA CPC COMMUNITY NEW BOILER 44130116379366000N	FPI	539.98		23,695.60
24 Sep 25	IONOS CLOUD LTD. V77374637-67243915	DD		7.80	23,687.80
24 Sep 25	NISBETS UK CD 1715	DEB		539.98	23,147.82
26 Sep 25	IONOS CLOUD LTD. V87241341-69257110	DD		7.20	23,140.62
29 Sep 25	LILIAN JONES	SO		152.08	22,988.54

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						

2526-97

Chawleigh Parish Council

8 October 2025 (2025-2026)

Summary of Receipts and Payments

All Cost Centres and Codes

Administration

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
1	Precept	16,320.00	8,160.00	-8,160.00				-8,160.00 (-50%)
2	Grants General							(N/A)
8	Interest	10.00	22.96	12.96				12.96 (129%)
9	Donations Defibrillator							(N/A)
10	Section 106 Income							(N/A)
21	Clerk's Salary				5,750.00	2,827.50	2,922.50	2,922.50 (50%)
22	National Insurance					48.81	-48.81	-48.81 (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 Offi				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		100.00	100.00 (100%)
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	120.60	79.40	79.40 (39%)
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					25.50	-25.50	-25.50 (N/A)
131	Chawleigh Welcome Leaflet					94.16	-94.16	-94.16 (N/A)
132	Community Equipment		539.98	539.98		449.98	-449.98	90.00 (N/A)
	SUB TOTAL	**16,330.00**	**8,722.94**	**-7,607.06**	**8,905.00**	**5,145.96**	**3,759.04**	**-3,848.02 (-15%)**

Chawleigh Village Shop

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
7	Shop Rent	2,220.00	1,109.94	-1,110.06				-1,110.06 (-50%)
71	Village Shop Maintenance					226.47	-226.47	-226.47 (N/A)
72	Village Shop Improvements					539.98	-539.98	-539.98 (N/A)
73	Village Shop Support Grant							(N/A)
	SUB TOTAL	**2,220.00**	**1,109.94**	**-1,110.06**		**766.45**	**-766.45**	**-1,876.51 (-84%)**

Village Maintenance

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

Created by Scribe

2526-97

Chawleigh Parish Council

8 October 2025 (2025-2026)

Summary of Receipts and Payments

All Cost Centres and Codes

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
5	Section 106 Income							(N/A)
60	Public Toilet Cleaner				2,300.00	912.48	1,387.52	1,387.52 (60%)
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				155.00 (N/A)
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**	**2,262.67**	**3,857.33**	**4,012.33 (65%)**

Village Services

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
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

	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position
NET TOTAL	**18,550.00**	**10,163.88**	**-8,386.12**	**16,592.00**	**8,707.76**	**7,884.24**	**-501.88 (-1%)**
V.A.T.		952.91			589.88		
GROSS TOTAL		**11,116.79**			**9,297.64**		