Donnington & Muxton Parish Council
Turreff Hall, Turreff Avenue, Donnington, TF2 8HG
Email: clerk@donningtonmuxton-pc.gov.uk
Website: www.donningtonmuxton-pc.gov.uk
Telephone: 01952 608001

To All Members of this Parish Council:

Dear Councillor

1st June 2026

You are summoned to attend a meeting of the
Full Council on Monday 8th June 2026 at 7pm
At Turreff Hall, Donnington
AGENDA

26/06/025 Apologies: To note the apologies of those unable to attend.

26/06/026 Declaration of Interest: To declare a personal or pecuniary interest in any item on this agenda.

26/06/027 Public Session
There will be 15 minutes allowed for questions to the Chair from Members of the Public.

26/06/028 Minutes To approve the Minutes of the following meetings of the Council:

a. Council meeting held on 11th May 2026.
b. Finance Committee held on 3rd June 2026 (to be tabled).

26/06/029 Matters Arising from Minutes.

To enable Councillors to receive updated information of actions contained in the previous minutes.

26/06/030 Expenditure/Payments Transactions:

To receive and approve the Expenditure/Payment Transactions for May 2026 (total £23,248.98).

26/06/031 Income/Receipts Received:

To receive the Income/Receipts Report for May 2026 (total £1,545.87).

26/06/032 Bank Reconciliation:

To receive and approve the Bank Reconciliation as of 31st May 2026, summarised below:

Petty Cash	£211.70
Lloyds General Fund A/C	£121,058.62
Lloyds Salaries A/C	£5,000.00
Nationwide A/C	£80,964.64
Co-Operative A/C	£8,562.89
Sub Total	£215,797.85

26/06/033 Budget Summary of Receipts and Payments:

To receive the budget summary as of 31st May 2026

26/06/034 Annual Governance and Accountability Return (AGAR) 2025/2026

a. Internal Audit

To receive a report from the Internal Auditor, JDH Business Services detailing internal audit visits conducted in relation to FY 2025/2026.

b. Annual Return

i. To receive the Annual Internal Audit Report. (Page 3 of AGAR)
ii. To complete the Annual Governance Statement. (Page 4 of AGAR)
iii. To confirm the Statement of Accounts. (Page 5 of AGAR) – Supported by the Balance sheet as of 31 Mar2026 and including the reconciliation of boxes 7 and 8 proforma.
iv. To receive and note the Explanation of Variances.

c. Notice of Public Rights

To receive and note the draft notice of Public Rights and Publication of unaudited Annual Governance & Accountability Return (*which will be published on 30th June)* identifying the dates for inspection of the accounts from 1st July 2026 to 12th August 2026

26/06/035 Safeguarding Policy

To review and consider adopt the Safeguarding policy for Donnington & Muxton Parish Council.

26/06/036 Community Action Team (CAT) Enforcement 2025-2026 Overview

a. To receive the CAT plans for May and June 2026.
b. To receive a report from the Community Action Team (CAT) activities in 2025/26, and to note that a representative of the CAT has agreed to attend the July Council meeting to discuss the report.

26/06/037 Appointment of Internal Auditor

To consider a recommendation that the Parish Council re-appoint JDH Business Services as its internal auditor for the financial year 2026/27.

26/06/038 Community Governance Review#

To receive any updates.

26/06/039 Date of next meeting

To inform Councillors that the next Council meeting will be held on Monday 13th July 2026 at Turreff Hall, Donnington commencing at 7pm.

Lee Jakeman
Locum Clerk to the Parish Council

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

ARMED FORCES COVENANT EMPLOYER RECOGNITION SCHEME GOLD AWARD 2025 Proudly supporting those who serve.

CARE LEAVER COVENANT

Civility & Respect IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

Donnington & Muxton Parish Council
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FULL COUNCIL MEETING

Minutes of the **Council Meeting** held at Turreff Hall, Donnington on **11th May 2026** commencing at 7pm.

Present: Councillors: I Alexander, F Doran, L Dugmore, N Dugmore, J Gough, Z Harrison, T Hoof, S Randhawa, R Overton, O Vickers, and J Urey.

Absent: Councillors: R Coates and L Vickers.

26/05/001 Election of the Chairman of the Council:

Resolved: to appoint Councillor F Doran as Chairman of the Parish Council for the municipal year 2026/27.

Councillor F Doran duly signed the Declaration of Acceptance of Office.

26/05/002 Election of the Vice-Chairman of the Council:

Resolved: **T**o appoint Councillor J Urey as the Vice-Chairman of the Parish Council for the municipal year 2026/27.

26/05/003 Apologies:

Apologies were noted from the following: Councillors R Coates and L Vickers.

26/05/004 Declarations of Interest:

Nil

26/05/005 Public Session

There being no members of the public present the meeting moved to the next agenda item.

26/05/006 Previous Minutes:

Resolved: To approve the Minutes of the following meetings of the Council:

a. Full Council meeting held on 13th April 2026.
b. Planning Committee meeting held on 29th April 2026.
c. Finance Committee meeting held on 6th May 2026.

26/05/007 Terms of Reference for Standing Committees.

Resolved: To approve the existing Terms of Reference without amendment (*other than the Staffing and Personnel Committee being retitled Staffing Committee*).

26/05/008 Appointment of Members to Standing Committees

Resolved: To make appointments to the following committees as follows:

a) Finance Committee (5 members)
Councillors, L Dugmore, N Dugmore, Z Harrison, S Randhawa, L Vickers and O Vickers (*with the Chair and Vice-Chair as ex-officio members*).

b) Planning Committee (5 members)
Councillors I Alexander, R Coates, L Dugmore, T Hoof, and O Vickers (*with the Chair and Vice-Chair as ex-officio members*)

c) Staffing Committee (5 members)
Councillors I Alexander, L Dugmore, Z Harrison, R Overton, and O Vickers (*with the Vice-Chair as ex-officio member*).

26/05/009 Asset Register Review

Resolved: That the revised Asset Register (circulated with the agenda) be approved.

26/05/010 Affiliation/Membership to other organisations

a. **Resolved:** To approve the Council's continued membership to the following organisations:
   - The Shropshire Association of Local Councils (SALC).
   - The Shrewsbury and Newport Canal Trust.

b. **Resolved:** To confirm the Parish Council's representatives on the following outside bodies:

   a. The Wrekin Area Committee (of SALC) Cllr F Doran (reserve Cllr L Dugmore).
   b. Telford & Wrekin Bus Users Group - Cllr J Urey.
   c. Donnington Partnership - Cllr F Doran (reserve Cllr O Vickers).
   d. Granville Country Park Steering Group - Cllr N Dugmore.
   e. Patient Participation Group Donnington - Cllr F Doran.

c. **Resolved:** to confirm the following appointments:

   a. Community Emergency Co-ordinator - current incumbent Cllr F Doran.
   b. TWC Liaison Snow Wardens:
      i. Donnington East - Cllr R Overton.
      ii. Donnington West - Cllr F Doran.
      iii. Muxton - Cllr J Urey.
      iv. The Humbers - Cllr L Vickers

2026/05/011 Regular Payments

Resolved: To approve the list of regular payments and Direct Debits (circulated with the agenda).

26/05/012 Insurance Review

Members noted that the current insurance policy for the Council expires on 30th September 2026.

Resolved: That formal review should take place during the normal course of obtaining quotes for a new contract during the summer of 2026.

26/05/013 Review of Policies & Procedures

a. Standing Orders - **Resolved:** that, the current Standing Orders are approved without amendment.

b. Financial Regulations - **Resolved:** that; the current Financial Regulations are approved without amendment.

c. Complaints Procedure - **Resolved:** that; the current Financial Regulations are approved without amendment.

d. Information Rights Policy and Publication Scheme. **Resolved:** that the Information Rights Policy and Publication Scheme be approved, without amendment.

e. Media Policy **Resolved:** that the Media Policy be approved, without amendment.

f. Employment Procedures **Resolved:** that a review of employment policies and procedures should be delegated to the Staffing Committee.

g. Risk Assessment and Management Policy - **Resolved:** that; the Risk Assessment and Management Policy be approved, without amendment.

h. Scheme of Delegation - **Resolved:** that; the Schemed of Delegation be approved, without amendment

26/05/014 Meetings 2025/2026

Resolved: To confirm the proposed timetable for full Council meetings for the municipal year 2026/2027.

DATE	TIME (pm)	MEETING
1st June 2026	7.00	Finance Committee
8th June 2026	7.00	Full Council Meeting
13th July 2026	7.00	Full Council Meeting
20th July 2026	6.00	Staffing Committee
20th July 2026	7.00	Finance Committee
14th September 2026	7.00	Full Council Meeting
12th October 2026	7.00	Full Council Meeting
19th October 2026	6.00	Staffing Committee
9th November 2026	7.00	Full Council Meeting
14th December 2026	7.00	Full Council Meeting
11th January 2027	7.00	Full Council Meeting
8th February 2027	7.00	Full Council Meeting
8th March 2027	7.00	Full Council Meeting

26/05/015 Expenditure/Payments Transactions: Each Councillor received a copy of the Expenditure/Payments Transactions for April 2026.

Resolved: That the Expenditure/Payments Transactions for April 2026, (total £30,810.33) be approved for payment.

26/05/016 Income/Receipts Received:

Resolved: To note and ratify the Income/Receipts Report for April 2026 (total receipts being £165,776.27).

26/05/017 Bank Reconciliation:

Resolved To approve the Bank Reconciliation as of 30th April 2026, summarised below:

Petty Cash	£1.57
Lloyds General Fund A/C	£145,577.70
Lloyds Salaries A/C	£2,394.16
Nationwide A/C	£80,964.64
Co-Operative A/C	£8,562.89
Sub Total	£237,500.96

26/05/018 Budget Summary of Receipts and Payments:

Resolved: That the financial budget comparisons as of 30th April 2026 be ratified and accepted as a true record.

26/05/019 Date of next meeting

The next Council meeting will be held on Monday 8th June 2026 at Turreff Hall, Donnington commencing at 7pm.

Meeting closed 7.50 pm

Signed:

Date:

Donnington & Muxton Parish Council

01 June 2026 (2026-2027)

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
42	Website	01/05/2026		DMPC Lloyds Genera	M2	Website Hosting	Kalidescope	S	40.00	8.00	48.00
											48.00
43	Telephone	01/05/2026		DMPC Lloyds Genera	M2	Mobile Phone	02	S	18.12	3.62	21.74
											21.74
44	Computers/IT/Telephones	06/05/2026		DMPC Lloyds Genera		Laptop	Midland Computers Ltd	S	589.00	117.80	706.80
											706.80
45	Keyholder Cover	06/05/2026		DMPC Lloyds Genera		Security / Key Holder / Turreff	Clearview Security	S	177.50	35.50	213.00
											213.00
46	Muxton Spring Fair 2026	06/05/2026		DMPC Lloyds Genera		spring fayre signage	D R Seabury Builders	X	80.00		80.00
											80.00
47	Audit Fees	06/05/2026		DMPC Lloyds Genera		internal audit	JDH Business Services Ltd	S	345.00	69.00	414.00
											414.00
48	Cleaning Materials	06/05/2026		DMPC Lloyds Genera	13-17 Apr 26	Cleaning of Turreff Hall	Shines of Shropshire	X	12.00		12.00
48	Cleaning Contract	06/05/2026		DMPC Lloyds Genera	13-17 Apr 26	Cleaning of Turreff Hall	Shines of Shropshire	X	176.00		176.00
											188.00
49	Computers/IT/Telephones	07/05/2026		DMPC Lloyds Genera		Monitor and docking station	Midland Computers Ltd	S	213.07	42.61	255.68
											255.68
50	Cleaning Materials	07/05/2026		DMPC Lloyds Genera		Cleaning of Turreff Hall	Shines of Shropshire	X	12.00		12.00
50	Cleaning Contract	07/05/2026		DMPC Lloyds Genera		Cleaning of Turreff Hall	Shines of Shropshire	X	176.00		176.00
											188.00
51	Suspense Account	06/05/2026		DMPC Lloyds Genera	receipt in eror	refund	Arty Party	X	240.00		240.00
											240.00
52	Football Nets Project	07/05/2026		DMPC Lloyds Genera	Cllr j Pride Fundinç	football nets	Amazon Business UK	X	82.00		82.00
											82.00
53	Computers/IT/Telephones	07/05/2026		DMPC Lloyds Genera	M2	Monthly 365/Team Phone/Supı	Midland Computers Ltd	S	402.11	80.42	482.53
											482.53
54	Hub Photocopying	07/05/2026		DMPC Lloyds Genera		Hubb Printing	Canon UK	S	50.85	10.17	61.02
											61.02
55	Cleaning Materials	07/05/2026		DMPC Lloyds Genera	M2	Hygiene Services	Cathedral Leasing Limited	S	15.23	3.05	18.28
55	Donnington Toilets - Maintenar	07/05/2026		DMPC Lloyds Genera	M2	Hygiene Services	Cathedral Leasing Limited	S	14.23	2.84	17.07
											35.35
56	Donniington Toilets - Electricity	11/05/2026		DMPC Lloyds Genera		Electricity	British Gas Lite - ACC 1336	L	27.63	1.38	29.01
											29.01
57	Health and Safety	15/05/2026		DMPC Lloyds Genera		Fire Equipment servicing	Central Fire Control Ltd	S	133.95	26.79	160.74
											160.74
58	Cleaning Materials	18/05/2026		DMPC Lloyds Genera	6-8 May 2026	Cleaning of Turreff Hall	Shines of Shropshire	X	10.00		10.00
58	Cleaning Contract	18/05/2026		DMPC Lloyds Genera	6-8 May 2026	Cleaning of Turreff Hall	Shines of Shropshire	X	132.00		132.00
											142.00

Donnington & Muxton Parish Council

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
59	Muxton Spring Fair 2026	18/05/2026		DMPC Lloyds Genera		Face Painting	Fantasy Castles	X	150.00		150.00
											150.00
60	Muxton Spring Fair 2026	18/05/2026		DMPC Lloyds Genera		spring fayre - Singer	Lisa Stevens	X	50.00		50.00
											50.00
61	Subscriptions	19/05/2026		DMPC Lloyds Genera		Adobe PDF Subscription	Adobe Systems	S	16.64	3.33	19.97
											19.97
62	Electricity	19/05/2026		DMPC Lloyds Genera	M12 - 25/26	Gas	West Mercia Energy	L	89.84	5.44	95.28
62	Gas	19/05/2026		DMPC Lloyds Genera	M12 - 25/26	Gas	West Mercia Energy	L	232.59	11.63	244.22
											339.50
63	Gas	19/05/2026		DMPC Lloyds Genera	M1	Gas	British Gas - ACC 6006201	S	372.29	71.89	444.18
											444.18
64	Bank Charges	19/05/2026		DMPC Lloyds Genera	M2	Bank Charges	Lloyds Bank	Z	11.66		11.66
											11.66
65	Broadband	20/05/2026		DMPC Lloyds Genera	1May -31 Jul 26	Broadband	British Telecom	S	157.49	31.50	188.99
											188.99
66	Salaries National Insurance	20/05/2026		DMPC Lloyds Genera	M1	Locum Services	LGRC Associates Ltd	S	658.80	131.76	790.56
66	Postage	20/05/2026		DMPC Lloyds Genera	M1	Locum Services	LGRC Associates Ltd	S	7.20	1.44	8.64
66	Professional Fees	20/05/2026		DMPC Lloyds Genera	M1	Locum Services	LGRC Associates Ltd	S	5,490.00	1,098.00	6,588.00
											7,387.20
67	Bank Charges	19/05/2026		DMPC Lloyds Salarie	M2	Salaries Bank Charges	Lloyds Bank	Z	8.50		8.50
											8.50
68	Salaries Net Pay	22/05/2026		DMPC Lloyds Salarie	M2	Salaries	Payroll	X	4,974.70		4,974.70
											4,974.70
69	Salaries National Insurance	26/05/2026		DMPC Lloyds Genera	M2	PAYE	HM Revenue and Customs	X	807.47		807.47
69	Salaries Income Tax	26/05/2026		DMPC Lloyds Genera	M2	PAYE	HM Revenue and Customs	X	727.40		727.40
											1,534.87
70	Salaries Pensions	27/05/2026		DMPC Lloyds Genera	M2	Pension contributions	Shropshire County Pension	X	404.93		404.93
											404.93
71	Cleaning Materials	21/05/2026		DMPC Lloyds Genera	11- 15 May 26	Cleaning of Turreff Hall	Shines of Shropshire	X	12.00		12.00
71	Cleaning Contract	21/05/2026		DMPC Lloyds Genera	11- 15 May 26	Cleaning of Turreff Hall	Shines of Shropshire	X	176.00		176.00
											188.00
72	Keyholder Cover	27/05/2026		DMPC Lloyds Genera		Toilets and Key holder	Laura's Cleaning	X	180.00		180.00
72	Donninington Toilets - Cleaning	27/05/2026		DMPC Lloyds Genera		Toilets and Key holder	Laura's Cleaning	X	600.00		600.00
											780.00
73	Gas	27/05/2026		DMPC Lloyds Genera	13Apr-13 May	Gas	British Gas Lite - ACC 6477	L	151.25	7.56	158.81
											158.81
74	Cleaning Materials	28/05/2026		DMPC Lloyds Genera	18-22 May 26	Cleaning of Turreff Hall	Shines of Shropshire	X	12.00		12.00
74	Cleaning Contract	28/05/2026		DMPC Lloyds Genera	18-22 May 26	Cleaning of Turreff Hall	Shines of Shropshire	X	176.00		176.00
											188.00

Donnington & Muxton Parish Council

01 June 2026 (2026-2027)

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
75	Light Upgrades / Additional Wc	28/05/2026		DMPC Lloyds Genera		street lights	Telford & Wrekin - ACC 20:	S	2,210.34	442.07	2,652.41
											2,652.41
76	Stationery	28/05/2026		DMPC Lloyds Genera		Office Stationery	Viking Office UK Ltd	S	90.46	18.10	108.56
											108.56
77	Muxton Spring Fair 2026	29/05/2026		DMPC Lloyds Genera		Spring Fayre - security	Telford & Wrekin - ACC 20:	X	248.00		248.00
											248.00
78	Library Water Rates	29/05/2026		DMPC Lloyds Genera		Water Charges	Water Plus - Library ACC 7	L	57.17	1.68	58.85
											58.85
79	Cleaning Materials	29/05/2026		Petty Cash	PC2	Rubber Gloves	Home Bargains Donningtor	S	3.32	0.66	3.98
											3.98
							Total		**21,022.74**	**2,226.24**	**23,248.98**

Prepared by: ______________________ Date: __________

Name and Role

Approved by: ______________________ Date: __________

Name and Role

Approved by: ______________________ Date: __________

Name and Role

Donnington & Muxton Parish Council

01 June 2026 (2026-2027)

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
40	Lettings	05/05/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Charlotte Davies	E	48.00		48.00
											48.00
41	Donnington Allotments	05/05/2026		DMPC Lloyds Genera		Allotment Fees	Leila James	E	36.40		36.40
											36.40
42	Lettings	05/05/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Arty Party	E	42.50		42.50
42	Lettings	05/05/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Arty Party	E	42.50		42.50
42	Lettings	05/05/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Arty Party	E	42.50		42.50
											127.50
43	Lettings	05/05/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Arty Party	E	42.50		42.50
43	Lettings	05/05/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Arty Party	E	42.50		42.50
43	Lettings	05/05/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Arty Party	E	42.50		42.50
											127.50
44	Lettings	05/05/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Beautiful Flower Tai Chi	E	15.00		15.00
44	Lettings	05/05/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Beautiful Flower Tai Chi	E	15.00		15.00
44	Lettings	05/05/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Beautiful Flower Tai Chi	E	15.00		15.00
44	Lettings	05/05/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Beautiful Flower Tai Chi	E	15.00		15.00
											60.00
45	Sum Up fees	05/05/2026		DMPC Lloyds Genera		Allotment Fees	Terry Ladkin	X	-0.62		-0.62
45	Donnington Allotments	05/05/2026		DMPC Lloyds Genera		Allotment Fees	Terry Ladkin	X	36.40		36.40
											35.78
47	Sum Up fees	08/05/2026		DMPC Lloyds Genera		Library Printing	Sum Up Payments Ltd	X	-0.12		-0.12
47	Miscellaneous	08/05/2026		DMPC Lloyds Genera		Library Printing	Sum Up Payments Ltd	X	7.05		7.05
											6.93
48	Lease	11/05/2026		DMPC Lloyds Genera	Month 2	Cordingley Hall Lease	Casey's Venues	E	750.00		750.00
											750.00
49	Sum Up fees	11/05/2026		DMPC Lloyds Genera		Library Printing	Sum Up Payments Ltd	X	-0.14		-0.14
49	Miscellaneous	11/05/2026		DMPC Lloyds Genera		Library Printing	Sum Up Payments Ltd	X	8.75		8.75
											8.61
50	Sum Up fees	12/05/2026		DMPC Lloyds Genera		Library Printing	Sum Up Payments Ltd	X	-0.06		-0.06
50	Miscellaneous	12/05/2026		DMPC Lloyds Genera		Library Printing	Sum Up Payments Ltd	X	3.60		3.60
											3.54
51	Miscellaneous	13/05/2026		DMPC Lloyds Genera		Library Printing	Sum Up Payments Ltd	X	6.95		6.95
51	Miscellaneous	13/05/2026		DMPC Lloyds Genera		Library Printing	Sum Up Payments Ltd	X	-0.12		-0.12
											6.83
52	Lettings	13/05/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Pilates Lesley Griffin	E	20.00		20.00
52	Lettings	13/05/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Pilates Lesley Griffin	E	20.00		20.00
52	Lettings	13/05/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Pilates Lesley Griffin	E	20.00		20.00
											60.00

Donnington & Muxton Parish Council

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
53	Lettings	15/05/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Zoe Whitehouse	E	-100.00		-100.00
											-100.00
54	Sum Up fees	18/05/2026		DMPC Lloyds Genera		Library Printing	Sum Up Payments Ltd	X	-0.02		-0.02
54	Printing	18/05/2026		DMPC Lloyds Genera		Library Printing	Sum Up Payments Ltd	X	1.00		1.00
											0.98
55	Lettings	20/05/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Maria Bickerton	E	15.00		15.00
											15.00
56	Sum Up fees	19/05/2026		DMPC Lloyds Genera		Library Printing	Sum Up Payments Ltd	X	-0.07		-0.07
56	Printing	19/05/2026		DMPC Lloyds Genera		Library Printing	Sum Up Payments Ltd	X	3.90		3.90
											3.83
57	Sum Up fees	20/05/2026		DMPC Lloyds Genera	sum up 27	Library Printing	Sum Up Payments Ltd	X	-0.06		-0.06
57	Printing	20/05/2026		DMPC Lloyds Genera	sum up 27	Library Printing	Sum Up Payments Ltd	X	3.30		3.30
											3.24
58	Sum Up fees	21/05/2026		DMPC Lloyds Genera		Library Printing	Sum Up Payments Ltd	E	-0.04		-0.04
58	Printing	21/05/2026		DMPC Lloyds Genera		Library Printing	Sum Up Payments Ltd	X	2.55		2.55
											2.51
59	Lettings	21/05/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Table Top Sale	E	110.00		110.00
											110.00
60	Lettings	26/05/2026		DMPC Lloyds Genera		Rent of rooms	Susana Oduro	E	-100.00		-100.00
											-100.00
61	Sum Up fees	26/05/2026		DMPC Lloyds Genera		Library Printing	Sum Up Payments Ltd	X	-0.07		-0.07
61	Printing	26/05/2026		DMPC Lloyds Genera		Library Printing	Sum Up Payments Ltd	X	4.20		4.20
											4.13
62	Lettings	28/05/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Temple Martial Arts	E	30.00		30.00
62	Lettings	28/05/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Temple Martial Arts	E	30.00		30.00
62	Lettings	28/05/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Temple Martial Arts	E	30.00		30.00
62	Lettings	28/05/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Temple Martial Arts	E	30.00		30.00
											120.00
63	Sum Up fees	28/05/2026		DMPC Lloyds Genera		Library Printing	Sum Up Payments Ltd	X	-0.02		-0.02
63	Printing	28/05/2026		DMPC Lloyds Genera		Library Printing	Sum Up Payments Ltd	X	1.00		1.00
											0.98
64	Printing	29/05/2026		Petty Cash		library Cash	DMPC	Z	128.81		128.81
64	fines	29/05/2026		Petty Cash		library Cash	DMPC	Z	7.20		7.20
64	donations	29/05/2026		Petty Cash		library Cash	DMPC	Z	3.75		3.75
											139.76
65	Printing	29/05/2026		Petty Cash		library Cash	DMPC	X	45.05		45.05
65	fines	29/05/2026		Petty Cash		library Cash	DMPC	X	1.60		1.60
65	donations	29/05/2026		Petty Cash		library Cash	DMPC	X	27.70		27.70
											74.35

Donnington & Muxton Parish Council

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
								Total	1,545.87		1,545.87

Donnington & Muxton Parish Council

Prepared by: ______________________________ Date: ____________

Name and Role (Clerk/RFO etc)

Approved by: ______________________________ Date: ____________

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/05/2026			
	Cash in Hand 01/04/2026			102,540.22
	ADD Receipts 01/04/2026 - 31/05/2026			167,322.14
				269,862.36
	SUBTRACT Payments 01/04/2026 - 31/05/2026			54,064.51
A	**Cash in Hand 31/05/2026** (per Cash Book)			**215,797.85**
	Cash in hand per Bank Statements			
	Petty Cash	31/05/2026	211.70	
	DMPC Lloyds General Fund	31/05/2026	121,058.62	
	DMPC Lloyds Salaries	31/05/2026	5,000.00	
	DMPC Nationwide General Reserv	30/04/2026	80,964.64	
	Co-operative General/Earmarked F	30/04/2026	8,562.89	
				215,797.85
	Less unpresented payments			
				215,797.85
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**215,797.85**
	A = B Checks out OK			

Donnington & Muxton Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

Parish Income

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
600	Precept	303,692.76	151,846.50	-151,846.26				-151,846.26 (-50%)
601	Interest - Nationwide	1,000.00		-1,000.00				-1,000.00 (-100%)
602	Co op, Lloyds Interest							(N/A)
603	VAT claim	16,000.00		-16,000.00				-16,000.00 (-100%)
604	Miscellaneous/Grants	2,500.00		-2,500.00				-2,500.00 (-100%)
605	Community Fund							(N/A)
606	Christmas Festival	1,000.00		-1,000.00				-1,000.00 (-100%)
1002	Suspense Account		355.50	355.50		240.00	-240.00	115.50 (N/A)
1005	Spring Fayre		80.00	80.00				80.00 (N/A)
1009	Community Events		210.00	210.00				210.00 (N/A)
	SUB TOTAL	**324,192.76**	**152,492.00**	**-171,700.76**		**240.00**	**-240.00**	**-171,940.76 (-53%)**

Parish Expenditure

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
98	staff Costs - Employee HMRC /				88,692.00		88,692.00	88,692.00 (100%)
99	Staff Costs - Employers NI/Pens				32,945.67		32,945.67	32,945.67 (100%)
100	Salaries Net Pay					7,580.54	-7,580.54	-7,580.54 (N/A)
101	Salaries National Insurance					2,694.77	-2,694.77	-2,694.77 (N/A)
102	Salaries Income Tax					1,146.40	-1,146.40	-1,146.40 (N/A)
103	Salaries Pensions				10,000.00	924.15	9,075.85	9,075.85 (90%)
104	Salaries Deficit Lump Sum							(N/A)
105	Telephone					34.95	-34.95	-34.95 (N/A)
106	Postage				120.00	14.40	105.60	105.60 (88%)
107	Stationery				600.00	90.46	509.54	509.54 (84%)
108	Subscriptions				3,500.00	3,217.14	282.86	282.86 (8%)
109	Insurance				1,500.00		1,500.00	1,500.00 (100%)
110	Advertising				250.00		250.00	250.00 (100%)
111	Chair's Allowance							(N/A)
112	Grants				2,000.00		2,000.00	2,000.00 (100%)
113	Council Meetings				50.00	6.66	43.34	43.34 (86%)
114	Elections				3,000.00		3,000.00	3,000.00 (100%)
115	Match Funding							(N/A)
116	Bank Charges				300.00	42.92	257.08	257.08 (85%)
117	Sum Up fees		-1.29	-1.29	10.00		10.00	8.71 (87%)
118	Legal Expenses				500.00		500.00	500.00 (100%)
119	Audit Fees				1,600.00	345.00	1,255.00	1,255.00 (78%)
120	Computers/IT/Telephones				5,500.00	1,417.73	4,082.27	4,082.27 (74%)
122	Photocopying				1,000.00	193.54	806.46	806.46 (80%)
123	Staff Training				1,500.00		1,500.00	1,500.00 (100%)
124	Newsletter				3,000.00		3,000.00	3,000.00 (100%)
125	Website				750.00	80.00	670.00	670.00 (89%)
126	Neighbourhood Plan							(N/A)
127	Councillor's Expenses				100.00	5.20	94.80	94.80 (94%)
128	Community Events				6,300.00	381.66	5,918.34	5,918.34 (93%)
129	Christmas Events				10,500.00		10,500.00	10,500.00 (100%)
130	Miscellaneous				2,500.00		2,500.00	2,500.00 (100%)

131	Community Fund								(N/A)
132	Defibrillators				700.00		700.00	700.00	(100%)
133	Youth Council				2,000.00		2,000.00	2,000.00	(100%)
134	GDPR and DPO				47.00		47.00	47.00	(100%)
135	Climate Emergency								(N/A)
136	Payroll				400.00		400.00	400.00	(100%)
137	Neighbourhood Enforcement Offi				17,305.00		17,305.00	17,305.00	(100%)
138	Chairman's Fund				400.00		400.00	400.00	(100%)
139	Professional Fees					17,388.89	-17,388.89	-17,388.89	(N/A)
150	SNUG Project	100.00		-100.00	100.00		100.00		(0%)
151	Sip & Social Project	125.00		-125.00	125.00		125.00		(0%)
152	Football Nets Project					82.00	-82.00	-82.00	(N/A)
1008	Staffing Contingency								(N/A)
1021	Health and Safety					133.95	-133.95	-133.95	(N/A)
1023	Broadband					157.49	-157.49	-157.49	(N/A)
	SUB TOTAL	**225.00**	**-1.29**	**-226.29**	**197,294.67**	**35,937.85**	**161,356.82**	**161,130.53**	**(81%)**

Cordingley Hall Income

		Receipts			Payments			Net Position	
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend	
700	Lease	9,000.00	1,500.00	-7,500.00				-7,500.00	(-83%)
701	Miscellaneous Income								(N/A)
	SUB TOTAL	**9,000.00**	**1,500.00**	**-7,500.00**				**-7,500.00**	**(-83%)**

Cordingley Hall Expenditure

		Receipts			Payments			Net Position	
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend	
200	Insurance				1,350.00		1,350.00	1,350.00	(100%)
201	General Repairs				500.00		500.00	500.00	(100%)
	SUB TOTAL				**1,850.00**		**1,850.00**	**1,850.00**	**(100%)**

Turreff Hall Income

		Receipts			Payments			Net Position	
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend	
800	Lettings	16,000.00	1,397.00	-14,603.00				-14,603.00	(-91%)
	SUB TOTAL	**16,000.00**	**1,397.00**	**-14,603.00**				**-14,603.00**	**(-91%)**

Turreff Hall Expenditure

		Receipts			Payments			Net Position	
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend	
298	Staff Costs - Employee Gross Pa								(N/A)
299	Staff Costs - Employers NI/Pens								(N/A)
300	Salaries Net Pay								(N/A)
301	Salaries National Insurance								(N/A)

Donnington & Muxton Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

302	Salaries Income Tax							(N/A)
303	Salaries Pensions							(N/A)
304	Salaries Deficit Lump Sum							(N/A)
305	Insurance				355.00		355.00	355.00 (100%)
306	Advertising				200.00		200.00	200.00 (100%)
307	Refund of Deposits/Bar				1,600.00		1,600.00	1,600.00 (100%)
308	Water				2,500.00	385.20	2,114.80	2,114.80 (84%)
309	Electricity				2,000.00	129.51	1,870.49	1,870.49 (93%)
310	Gas				3,400.00	1,056.97	2,343.03	2,343.03 (68%)
311	Alarm Maintenance				1,500.00		1,500.00	1,500.00 (100%)
312	General Repairs				1,500.00		1,500.00	1,500.00 (100%)
313	Improvements				3,000.00		3,000.00	3,000.00 (100%)
314	Cleaning				14,000.00	360.00	13,640.00	13,640.00 (97%)
315	Miscellaneous				1,000.00		1,000.00	1,000.00 (100%)
316	Cleaning Materials				200.00	115.78	84.22	84.22 (42%)
317	Keyholder Cover				2,500.00	507.50	1,992.50	1,992.50 (79%)
318	Council Tax				350.00		350.00	350.00 (100%)
1003	CCTV					180.00	-180.00	-180.00 (N/A)
1004	PRS / PPL Licence					722.06	-722.06	-722.06 (N/A)
1010	Cleaning Contract					957.00	-957.00	-957.00 (N/A)
	SUB TOTAL				**34,105.00**	**4,414.02**	**29,690.98**	**29,690.98 (87%)**

Environment Income

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
900	Miscellaneous							(N/A)
901	Donnington Allotments	750.00	319.76	-430.24				-430.24 (-57%)
	SUB TOTAL	**750.00**	**319.76**	**-430.24**				**-430.24 (-57%)**

Environment Expenditure

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
400	Allotments (Donnington)				750.00	220.00	530.00	530.00 (70%)
401	Tree Management				600.00		600.00	600.00 (100%)
402	Bus Shelters - Maintenance/Van				250.00		250.00	250.00 (100%)
403	Bus Shelters - Cleaning				3,060.00		3,060.00	3,060.00 (100%)
404	Bus Shelters - Insurance				165.00		165.00	165.00 (100%)
405	Donnington Toilets - Maintenanc				500.00	14.23	485.77	485.77 (97%)
406	Donninington Toilets - Cleaning				6,800.00	1,200.00	5,600.00	5,600.00 (82%)
407	Donnington Toilets - Insurance				175.00		175.00	175.00 (100%)
408	Donnington Toilets - Cleaning Ma				100.00	14.23	85.77	85.77 (85%)
409	Donniington Toilets - Electricity				1,100.00	60.60	1,039.40	1,039.40 (94%)
410	Donnington Toilets - Water				2,400.00	407.03	1,992.97	1,992.97 (83%)
411	General Maintenance				1,200.00		1,200.00	1,200.00 (100%)
412	Churchyard Maintenance							(N/A)
413	Grass Cutting				5,300.00	1,163.75	4,136.25	4,136.25 (78%)
414	Container Insurance				1.10		1.10	1.10 (100%)
415	War Memorials				3,500.00	310.20	3,189.80	3,189.80 (91%)
416	Speed Indicator Devices				6,000.00	450.00	5,550.00	5,550.00 (92%)

Donnington & Muxton Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

417	Street Lighting - Electricity							(N/A)
418	Streetlighting - Maintenance Cor							(N/A)
419	Streetlighting -Christmas Lights							(N/A)
420	Streetlighing - Management Fee							(N/A)
421	Streetlighhtiing - New Lights/Upç							(N/A)
422	Streetlighting costs				29,000.00		29,000.00	29,000.00 (100%)
423	Christmas Lights				27,000.00		27,000.00	27,000.00 (100%)
424	Light Upgrades / Additional Worl				6,000.00	2,210.34	3,789.66	3,789.66 (63%)
	SUB TOTAL				**93,901.10**	**6,050.38**	**87,850.72**	**87,850.72 (93%)**

Library Income

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
1000	Miscellaneous	1,000.00	43.94	-956.06				-956.06 (-95%)
1001	Electricity							(N/A)
1022	Printing		189.81	189.81				189.81 (N/A)
1024	fines		8.80	8.80				8.80 (N/A)
1025	donations		31.45	31.45				31.45 (N/A)
	SUB TOTAL	**1,000.00**	**274.00**	**-726.00**				**-726.00 (-72%)**

Library Expenditure

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
500	Insurance				64.00		64.00	64.00 (100%)
501	Electricity				1,200.00	194.21	1,005.79	1,005.79 (83%)
502	Gas				3,200.00	466.22	2,733.78	2,733.78 (85%)
503	General Repairs				100.00		100.00	100.00 (100%)
504	Miscellaneous				200.00		200.00	200.00 (100%)
505	Photocopier				500.00	60.90	439.10	439.10 (87%)
506	Council Tax				310.00		310.00	310.00 (100%)
507	Library Water Rates				680.00	110.50	569.50	569.50 (83%)
	SUB TOTAL				**6,254.00**	**831.83**	**5,422.17**	**5,422.17 (86%)**

Year End Adjustments

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
1	Year End Creditors							(N/A)
2	Year End Debtors							(N/A)
3	Year End Accruals							(N/A)
4	Year End Prepayments							(N/A)
5	Year End Receipts in Advance							(N/A)
6	Unpresented Effects from 2023/:							(N/A)
	SUB TOTAL							**(N/A)**

Donnington & Muxton Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

Donnington Community Hub

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend	
1020	Hub Photocopying					50.85	-50.85	-50.85	(N/A)
	SUB TOTAL					**50.85**	**-50.85**	**-50.85**	**(N/A)**

Reserves

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend	
20	General Reserves (emergency)								(N/A)
21	Elections								(N/A)
22	Community Fund								(N/A)
23	Library Fund								(N/A)
24	Health and Well-being								(N/A)
25	CCTV Camera's - Turreff Hall								(N/A)
26	Match Funding								(N/A)
27	Waste Bins								(N/A)
28	Union Jack Bench								(N/A)
29	Dragon Fly Play Area								(N/A)
30	Donnington War Memorial Dona								(N/A)
31	Donnington Parade Planters								(N/A)
32	Hedgerow Heros								(N/A)
33	Christmas Lights - The Humbers								(N/A)
34	Tables - Turreff Hall								(N/A)
35	Muxton War Memorial								(N/A)
36	VE Day								(N/A)
37	Korean Fir Trees								(N/A)
38	Stay and Play								(N/A)
39	Natural Play Area at Granville Co								(N/A)
40	Muxton Spring Fair 2026					1,004.24	-1,004.24	-1,004.24	(N/A)
1006	Allotment Key Deposit		20.00	20.00				20.00	(N/A)
1007	Hall Deposits		100.00	100.00				100.00	(N/A)
	SUB TOTAL		**120.00**	**120.00**		**1,004.24**	**-1,004.24**	**-884.24**	**(N/A)**

Summary

	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position
NET TOTAL	**351,167.76**	**156,101.47**	**-195,066.29**	**333,404.77**	**48,529.17**	**284,875.60**	**89,809.31**
V.A.T.		11,120.67			5,535.34		
GROSS TOTAL		**167,222.14**			**54,064.51**		

Donnington and Muxton Parish Council

Internal Audit 2025/26

JDH BUSINESS SERVICES LTD

INTERNAL AUDIT REPORT
DONNINGTON AND MUXTON PARISH COUNCIL

The internal audit of Donnington and Muxton Parish Council is carried out by undertaking the following tests as specified in the AGAR Annual Return for Local Councils in England:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Review of year end financial statements
- The authority has complied with the publication requirements for the prior year AGAR.
- The authority correctly provided for a period for the exercise of public rights for the prior year AGAR
- The authority published required information on a website up to date at the time of the internal audit in accordance with relevant legislation.
- Review of Assertion 10 (Annual Governance Statement) requirements.

The interim internal audit provides evidence to support the annual internal audit conclusion in the AGAR Annual Return for larger councils.

Conclusion

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, **except for** the recommendations reported in the action plan overleaf.

J D H Business Services Ltd

Action Plan

	ISSUE	RECOMMENDATION	FOLLOW UP
2025/26 Year End Internal Audit			
1	The council did not review, update and approve a risk assessment during the financial year.	*The risk assessment should be reviewed, updated and approved by council each financial year.*	*Noted. The risk register is due for review at Full Council meeting on 11 May 2026*
2	Budget, reserves and budgetary control: - There are negative earmarked reserves at the year-end including 'Natural Play Area at Granville' (-£2000) and Tables Turreff Hall (-1130) as expenditure and/or a reserves transfer has been posted against these reserves but the movement on reserve had not been approved by council. Financial Regulations require the following: *4.11*	*All movements of earmarked reserves must be approved by council.* *The council need to carry out a review of earmarked reserves and identify the required value for each reserve. This review must ensure there are no negative earmarked reserves.*	*Noted.* *The Finance Committee will review the earmarked reserves as part of a budget review in May/June 2026.*

	ISSUE	RECOMMENDATION	FOLLOW UP
	'Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council'		Noted
	- There is a lack of explanations of variances in budget reporting during the first nine months of the financial year, with the SCRIBE basic management report provided. This is part of the reason for the negative earmarked reserves noted above at the year-end as detailed explanations for variances, virements and movements on reserves were not provided as part of budgetary control reporting.	*Explanations of significant variances should be provided as part of budgetary control reporting, including securing approval for virements where these are required.*	*The reporting of budget variances will be reviewed and updated following discussions with the Finance Committee.*
	- The locum clerk has noted that the budget setting included VAT as income. However, it is not clear whether payments were set at gross value or net value as this is not explained in the	*The budget setting process could be improved by excluding VAT receivable as a budgeted income and ensuring budgeted expenditure is included net of VAT.*	*Noted.*

	ISSUE	RECOMMENDATION	FOLLOW UP
	budget document.		
3	**Accessibility** The Council website states it is partially conformant with WCAG 2.1 level AA. The Practitioners Guide states: 'All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (where applicable).' Accessibility Regulations were incremented to WCAG 2.2 AA in October 2024.	*The council needs to ensure the Accessibility Statement is updated and that the website is compliant with the Web Content Accessibility Guidelines 2.2 AA.*	*Noted. We will look to have an external source review the functionality of the current website to ensure compliance.*
2025/26 Interim Internal Audit			
1	No evidence of the current quotation process was provided for the following payments: • 14/05/2025, Grass Cutting - 2024/2025, Nobridge Ltd,	*Contracts must be procured in accordance with the Financial Requirements. Evidence of procurement should be retained including dates when key contracts expire so that procurement can be carried out on a timely basis.*	*Noted. Officers and Councillors to be reminded of the requirements in Financial Regulations.* *A new document has been created and is available on the Council website*

	ISSUE	RECOMMENDATION	FOLLOW UP
	£6,227.71 • 17/10/2025, Parade Planters - Watering and Bedding, Nobridge Ltd, £3,000.00	***NB the locum clerk has noted that quotations evidence has been identified for the planters contract***	*which identifies the major/ongoing contracts of the Council to include cost and length of contract.* *https://www.donningtonmuxton-pc.gov.uk/parish-council/annual-returns/*
2	The council did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it did not make proper provision for the exercise of public rights for the 2024/25 accounts. The date of the announcement to the public was the same date as the commencement date for the period of inspection of records by the public. However, the commencement date must be at least one day later than the announcement date.	*The council must comply with the requirements of the Accounts and Audit Regulations 2015 with respect to the notice for the exercise of public rights.*	*Noted. The correct procedure will be carried out at the next publications of public rights.*
3	Compliance with data protection laws is a new category (Assertion 10) within the Annual Governance Statement.	*The council needs to ensure that all the systems, procedures, and policies to demonstrate compliance with data protection laws as required by the new Assertion 10 are in place. This would also include regular and relevant data protection training for officers and councillors.*	*The Council has seen a complete turnover of staff in recent months and a review will need to take place regarding responsibilities with regard to GDPR / Assertion 10 et al. Note that the Clerk post is currently filled by a Locum. Funding exists for councillor training and appropriate*

	ISSUE	RECOMMENDATION	FOLLOW UP
			courses will be identified for councillors.
4	The response to our internal audit checklist indicated that there was no annual review of all income fees and charges by full council as required by the Financial Regulations.	*The council should review all fees and charges annually.*	*The fees were reviewed (and increased) at a meeting of the Full Council on 9 Mar 26 – Minute 26/03/189*
5	No evidence was provided that the council carried out an annual physical verification of fixed assets recorded in the asset register as required by the following Financial Regulation: *'The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.'*	*The Financial Regulations for fixed assets should be complied with, and evidence should be retained for the annual asset verification check for audit purposes.*	*The fixed asset register is included for review at the Full Council meeting on 11 May 2026.*
6	The SCRIBE system is also used as the system to upload electronic documents in support of the transactions recorded in the accounts. However, a significant number of items in our sample could not be traced to electronic documents in SCRIBE.	*The SCRIBE system should be fully populated with electronic documentation to support the transactions recorded in the accounts.* ***NB the locum clerk has noted that this exercise is currently being completed.***	*Completed.*

	ISSUE	RECOMMENDATION	FOLLOW UP
2024/25 Year End Internal Audit			
1	Recurring Issue: We could not identify the following information published on the council website as prescribed in the Transparency Code: *PUBLICATION 32. Local authorities must also publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000. For each contract, the following details must be published:* - *reference number* - *title of agreement* - *LA department responsible* - *description of the goods and/or services being provided* - *supplier name and details* - *sum to be paid over the length of the contract or the estimated annual spending or budget for the contract*	*The council should ensure the website complies fully with the publication requirements of the Local Authority Transparency Code 2015.*	Implemented

	ISSUE	RECOMMENDATION	FOLLOW UP
	- *Value Added Tax that cannot be recovered* - *start, end and review dates* - *whether or not the contract was the result of an invitation to quote or a published invitation to tender, and* - *whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number*		
2024/25 Interim Internal Audit			
1	The Accounts and Audit Regulations require the council to conduct a financial year review of the effectiveness of the system of internal control. Although there are internal controls in place as evidenced by the Financial	*The council should conduct an annual review of the effectiveness of the system of internal controls and document this review in the minutes.*	To be followed up at 2026/27 interim internal audit

	ISSUE	RECOMMENDATION	FOLLOW UP
	Regulations, the council has not conducted an annual review of the effectiveness of internal controls and documented this in the minutes.		
2	Two items were recorded as duplicate payments in the Scribe ledger as follows: • 30/04/2024, £144, SLCC enterprises • 30/04/2024, £330, Search Point UK	*The council must implement improvements in internal controls to ensure duplicate payments are not processed and paid.*	No further duplicate payments identified in 2025/26 interim internal audit
3	There was no dual authorisation by councillors of payments made in range (voucher codes) 263-275. This payment list is dated 22nd August 2024.	*All payments must be authorised by two nominated councillors. The August payroll schedule should be reviewed by councillors and initialled and dated.*	*Implemented*
4	We could not identify direct procurement and authorisation decision(s) in the minutes for the following payment: TN 258, £7266, Morelock Signs Ltd. We are informed this item was exempt from standard procurement	*The Council should state in the minutes which exemption from the Financial Regulations has been relied upon when a contract is authorised but has not been subject to the standard procurement requirements in the Financial Regulations.*	*See procurements issues also reported in 2025/26 interim internal audit above.*

	ISSUE	RECOMMENDATION	FOLLOW UP
	requirements as all SID the equipment needed to be compatible. There are exemptions available in the adopted Financial Regulations for proprietary items or extensions of a contract, for example: *11.1.a.vi.) for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price;* *11.1.a.iii.) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;* *11.1.a.iv.) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.*		
2023/24 Year End Internal Audit			
1	The council did not strictly comply with Regulation 15 of the Accounts and Audit Regulations 2015 as although it published the notice for the exercise of public rights for the 2022/23 accounts on the council	*The council must comply with the requirements of the Accounts and Audit Regulations 2015 with respect to the notice for the exercise of public rights by publishing the document on the council website.*	*Implemented*

	ISSUE	RECOMMENDATION	FOLLOW UP
	noticeboard, it did not also publish the notice on the council website.		
2	Although a risk assessment was in place from 2022/23 and adopted in February 2023, the risk assessment was not reviewed updated and adopted by council in 2023/24.	*The risk assessment should be reviewed, updated and approved by council each financial year.*	*Implemented*
3	We could not identify the following information published on the council website as prescribed in the Transparency Code: *PUBLICATION 32. Local authorities must also publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000. For each contract, the following details must be published:* - *reference number* - *title of agreement* - *LA department responsible* - *description of the goods and/or services being provided* - *supplier name and details* - *sum to be paid over the length of the contract or the estimated*	*The council should ensure the website is maintained up to date and that it complies fully with the publication requirements of the Local Authority Transparency Code 2015.*	*2025/26 follow up - implemented* *Recommendation Outstanding*

	ISSUE	RECOMMENDATION	FOLLOW UP
	annual spending or budget for the contract - *Value Added Tax that cannot be recovered* - *start, end and review dates* - *whether or not the contract was the result of an invitation to quote or a published invitation to tender, and* - *whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number*		
2023/24 Interim Internal Audit			
1	Although an Investment/Treasury Management strategy had been adopted in 2015 this had not been reviewed and updated since adoption. The strategy states there will be an annual review of the strategy by the council.	*The* Investment/Treasury Management *strategy should be reviewed and updated during 2023/24 and annually thereafter.*	*Implemented*
2	There is no current expenses policy in place covering officers and members.	*The council should consider establishing an expenses policy that covers both officers and members.*	*Implemented*

	ISSUE	RECOMMENDATION	FOLLOW UP
2022/23 Year End Internal Audit			
1	The year end Balance Sheet provided for internal audit from the Edge System included a number of negative earmarked reserves.	*The council cannot hold and approve negative earmarked reserves so reserve adjustments should be processed to ensure these are adjusted to £nil.*	*Implemented - Separate earmarked reserve analysis provided for 2023/24 internal audit.*
2	The fixed asset register does not disclose the valuation method of each type of asset.	*The valuation method should be disclosed against all fixed assets.*	*NB The fixed asset register is being populated within the new SCRIBE accounting system, therefore, this issue will be followed up when this is completed*
2022/23 Interim Internal Audit			
1	Online banking is utilised for payments, however, the bank facility does not enable two councillors to log in and authorise payments online. Therefore, a compensating internal control has been established whereby a list of signatories is maintained, and any two councillors can email the officers after a review of the payments schedule and purchase	*The council must comply with the payment authorisation requirements of the adopted Financial Regulations.*	*Implemented*

	ISSUE	RECOMMENDATION	FOLLOW UP
	invoices to authorise the proposed payments. Review of the authorisations for the payment schedules for October and November 2022 identified that only one councillor email to authorise payments was received before the payments were made. This issue also applies to payroll payments as the August payroll run was authorised by only one councillor. Financial Regulations require two members to authorise all orders for payment.		
2	The risk assessment does not address the risks of supplier fraud. Most standard local council insurance policies do not cover supplier fraud. The supplier fraud risks can be managed via robust policies and procedures including prevention actions such as: - training for staff to alert them to the potential risks of providing sensitive company information, by phone or other means, especially	*The risk assessment should be updated to include supplier fraud including the adequacy of supplier onboarding controls.*	*Implemented*

	ISSUE	RECOMMENDATION	FOLLOW UP
	contract and account information. - establish a rigorous change of supplier details procedure - where a supplier has purported to have changed their bank details always call the supplier to check the veracity of a request, using details in your system, rather than those on any associated letter or email. A person should be authorised to approve a supplier bank account change after having reviewed the process undertaken to verify the supplier details change - periodic review of supplier accounts should also be undertaken to remove any dormant accounts. This reduces the likelihood of any old supplier information being used to secure fraudulent payments. - checking address and financial health details with Companies House - checking samples of online payments to supplier invoices to ensure the payment has been made to the supplier bank account		

	ISSUE	RECOMMENDATION	FOLLOW UP
3	The war memorial contract was in excess of the threshold for securing three quotations. We were only provided with evidence that two contactors were approached for this supply. As no contracts folder is currently maintained identifying evidence of quotations means officers have to carry out a time consuming search of email accounts. Financial Regulations state the following with regard to quotations: 11 h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.	*The council should ensure compliance with the procurement requirements of the Financial Regulations.* *A contracts folder should be maintained with a clear audit trail for all procurement exercises covering quotations and tenders.*	*No further procurement issues identified in 2023/24 interim internal audit.*
4	Fidelity insurance is currently £250k and should aim to cover maximum projected cash and bank balances for the financial year. This is estimated	*As part of the annual risk assessment review, the adequacy of fidelity insurance should be assessed by reference to a*	*Implemented*

	ISSUE	RECOMMENDATION	FOLLOW UP
	as the first precept instalment (£103k) plus year end cash and bank balances. (£156k) which equals £259k. Therefore, the council fidelity insurance does not currently cover maximum projected balances.	*calculation of maximum projected cash and bank balances.*	
5	There is evidence of detailed member checks of payroll in the internal checklist used, however, it is not made clear which payroll months were reviewed.	*The councillor that completes the periodic internal checks of payroll should sign and date the monthly payroll summaries to evidence which months have been reviewed.*	*No further issues related to payroll identified in 2023/24 interim internal audit.*
6	A £1000 cash payment was made to a provider for a fair but no invoice or receipt was secured at the time of the payment. A receipt has since been received.	*The council should avoid significant payments of cash for goods or services. An invoice should always be secured for a cash payment as this confirms the goods or services to be provided.*	*No further issues related to cash payments identified in 2023/24 interim internal audit.*
7	Transfers between the current and deposit accounts were not authorised by council as required by section 8.8 of the Financial Regulations: *8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5*	*Bank transfers must comply with the authorisation requirements of the Financial Regulations.*	*Recommendation Outstanding*

	ISSUE	RECOMMENDATION	FOLLOW UP
	(Authorisation of payments) and Regulation 6 (Instructions for payments).		
8	The VAT number is not recorded for all purchase invoices included in the VAT return	*The VAT 126 reclaim form should record the supplier VAT number for all items reclaimed.*	*Implemented*

Annual Internal Audit Report 2025/26

Donnington and Muxton Parish Council

donningtonmuxton-pc.gov.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority. KEY: IA = Internal Audit

Internal control objective	Yes	No*	Not covered**	
A. Appropriate accounting records have been properly kept throughout the financial year.	✓			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓			except for issue 1.) in interim IA report.
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		✓		see IA report.
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓			except for issue 2.) in year end IA report.
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓			
F. Cash payments were properly supported by receipts, all 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 2024/25, it met the exemption criteria and correctly declared itself exempt. ***(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")***	N/	A	✓	
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. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations ***(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).***		✓		see IA report.
N. The authority has complied with the publication requirements for 2024/25 AGAR ***(see AGAR Page 1 Guidance Notes).***	✓			
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		*See 1 below	except for issue 3.) in year end IA report
	Yes	**No**	**Not applicable**	
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓	

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

Date(s) internal audit undertaken: 16/01/2026 and 29/04/2026

Name of person who carried out the internal audit: JDH BUSINESS SERVICES LTD

Signature of person who carried out the internal audit: [signature] Ltd

Date: 29/04/2026

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

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

1. Disclaimer - scope limited to checking appropriate policies and council-owned domain and email address in place

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Donnington & Muxton 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 2026, that:

	Agreed Yes	*Agreed* No*		*'Yes' means that this authority:*
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 have assured 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.*
			✓	
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓			*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

https://www.donningtonmuxton-pc.gov.uk/

Section 2 – Accounting Statements 2025/26 for

Donnington & Muxton Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*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.*
1. Balances brought forward	117,139	101,978	*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	265,671	288,155	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	57,186	42,599	*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	149,130	124,984	*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	188,888	196,465	*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	101,978	111,284	*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	119,329	102,540	*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	1,291,298	1,292,283	*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	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

I certify that for the year ended 31 March 2026 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.

Date 19/05/2026

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

as recorded in minute reference:

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

Donnington & Muxton Parish Council

BALANCE SHEET

31/03/2026

(Last) Year Ended 31 Mar 2025			*(Current) Year Ended 31 Mar 2026*
£	**CURRENT ASSETS**		**£**
	Stocks and stores		
	Work in progress		
3,151.00	Debtors (Net of provision for doubtful debts)		3,779.75
2,269.00	Prepayments		3,262.00
	Temporary lendings (investments)		
3,895.81	VAT		11,120.67
	BANK BALANCES		
4,675.05	DMPC Lloyds General Fund	12,218.94	
101.43	DMPC Lloyds Salaries	786.98	
79,656.64	DMPC Nationwide General Res	80,964.64	
34,796.04	Co-operative General/Earmarke	8,562.89	
100.00	Petty Cash	6.77	
119,329.16	**TOTAL BANKS**		102,540.22
128,644.97	**TOTAL ASSETS**		**120,702.64**
	CURRENT LIABILITIES		
16,141.73	Creditors		778.00
0.00	Receipts in Advance		968.07
10,524.88	Accruals		7,673.00
0.00	VAT		0.00
26,666.61	**TOTAL LIABILITIES**		**9,419.07**
101,978.36	**NET ASSETS**		**111,283.57**
	Represented by:		
78,153.19	General fund Balance		88,518.14
	Reserves:		

	Capital Reserves		
0.00			**0.00**
	Earmarked Reserves		
2,000.00	Match Funding	2,000.00	
2,000.00	Elections	2,000.00	
7,845.63	Community Fund	9,444.84	
324.86	Library	266.53	
2,530.54	Health & Wellbeing	1,949.89	
1,405.79	Donnington War Memorial Dona	1,405.79	
1,000.00	Waste Bins	1,000.00	
169.85	Blackberry Bushes	169.85	
2,000.00	Dragon Fly Play Area	2,000.00	
583.50	Hedgerow Heroes	583.50	
1,000.00	Christmas Lights - The Humber:	1,000.00	
1,130.00	Tables - Turreff Hall	-1,130.00	
165.00	Muxton War Memorial	1,085.00	
2,500.00	VE Day	590.03	
225.00	Korean Fir Trees	0.00	
0.00	Stay & Play	400.00	
0.00	Natural Play Area at Granville C	-2,000.00	
0.00	Muxton Spring Fair 2026	2,000.00	
0.00	General Reserves	0.00	
0.00	CCTV Camera's	0.00	
0.00	Union Jack Bench	0.00	
0.00	Donnington Parade Planters	0.00	
24,880.17			**22,765.43**
	Adjustments		
101,978.36			**111,283.57**

The above statement represents fairly the financial position of the council as at 31 Mar 2026

Signed ____________________
Responsible Financial Officer

Date ____________________

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

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

Please complete the highlighted boxes.

Name of smaller authority: Donnington & Muxton Pariush Council

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

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

		£	£
Box 7: Balances carried forward			**111,283.57**
Deduct:	Debtors **(enter these as negative numbers)**		
	Outstanding Hall Hire	(3,779.75)	
	VAT	(11,120.67)	
	3		
		(14,900.42)	
Deduct:	Payments made in advance (prepayments) **(enter these as negative numbers)**		
	Scribe Accounting Package	(1,536.00)	
	Muxton Spring Fayre	(1,726.00)	
		(3,262.00)	
Total deductions			(18,162.42)
Add:			
	Creditors (must not include community infrastructure levy (CIL) receipts)		
	LGRC - Locum Deposit	3,900.00	
	Utilities	778.00	
	Street Lighting Repairs	3,773.00	
		8,451.00	
Add:			
	Receipts in advance (must not include deferred grants/loans received)		
	Hall Hire	410.00	
	Allotments	558.07	
		968.07	
Total additions			9,419.07
Box 8: Total cash and short term investments			**102,540.22**

Explanation of variances – pro forma

Name of smaller authority: **Donnington & Muxton Parish Council**
County area (local councils and Shropshire

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

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:
- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- variances of £100,000 or more require explanation regardless of the % variation year on year;
- **New from 2025/26 onwards**: variances of £500,000 or more in Box 3 require explanation regardless of the % variation year on year for smaller authorities with income and/or expenditure exceeding £6,500,000

	2024/25 £	2025/26 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, **DO NOT OVERWRITE THESE BOXES**	**Explanation from smaller authority (must include narrative and supporting figures)**
1 Balances Brought Forward	117,139	101,978				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	265,671	288,155	22,484	8.46%	NO		
3 Total Other Receipts	57,186	42,599	-14,587	25.51%	YES		**Income reduced by circa £16,445 for the following items:** Interest from Nationwide bank -£350. External income for Christmas Festival -£1000, Lettings -£7,000 Hall hire income -£4,420. Grant funding income for projects under Earmarked Reserves Projects receeive in 24/25 not repeated in 2025/26 -£3,675 (*comprising: Hedgerow Heroes -£1,000; Parade Planters -£495; Christmas Lights -£100, New tables for Turreff Hall £1,130; Korean Fir Trees -£450, 80th Anniversary VE Day -£500.).* **Note: Overall income reductions offset by circa £2340;** several other income streams performed slightly better than in 2024/25: Miscellaneous Grants +£300; Allotments +£440; Cummunity Fund Grant +£100, Muxton War Memorial grant +£1,100 Stay and Play Grant +£400
4 Staff Costs	149,130	124,983	-24,147	16.19%	YES		Caretaker departed October 2025 (replaced by Contractor) - £5,000. Events Office departed in mid-late 2025 and not replaced - Clerk/Deputy Clerk departed in Q3 new roles and temporary locum apppointed pending recruitment -£19,000
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	188,888	196,465	7,577	4.01%	NO		
7 Balances Carried Forward	101,978	111,284				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	119,329	102,540				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments ar	1,291,298	1,292,283	985	0.08%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

Smaller authority name: **Donnington & Muxton Parish Council**

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

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

NOTICE	NOTES
1. Date of announcement Tuesday 30th June 2026 (a)	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below
2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. **Any person interested has the right to inspect and make copies of 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 must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to:** (b) Lee Jakeman, Locum Parish Clerk and Responsible Financial Officer, c/o Turreff Hall, Turreff Avenue, Donnington, Telford, TF2 8HG, ☎ 01952 608001 ✉ clerk@donningtonmuxton-pc.gov.uk Commencing on (c) **Wednesday 1st July 2026** and ending on (d) **Tuesday 12th August 2026**	(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts (c) Insert date, which must be at least 1 day after the date of announcement in (a) above and exactly 30 working days before the date appointed in (d) below (d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.
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 subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2024. The appointed auditor is: **PKF Littlejohn LLP (Ref: SBA Team)** **30 Churchill Place** **London E14 5RE** (sba@pkf-l.com)	
5. This announcement is made by (e) Lee Jakeman , Locum Responsible Financial Officer	(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority

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 2026 for 2025/26 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*.

Donnington and Muxton Parish Council

Safeguarding Policy

Responsibility for the Update of Policy	Clerk to the Council
Date adopted by the Parish Council	10th October 2022
Policy Review Cycle	Every three years
Date for Policy Review	October 2025

Children and Adults at Risk Safeguarding Policy and Procedures

Policy Statement

- Donnington and Muxton Parish Council is committed to the safeguarding and protection of all children and adults and to taking all reasonable precautions to safeguard the welfare of children and adults at risk when they are using its services.
- The Parish Council will raise awareness of safeguarding to ensure that everyone can play their part in preventing, identifying and responding to abuse and neglect.
- The Parish Council will work within the framework of the Telford & Wrekin Safeguarding Partnership and will refer any concerns immediately to the Telford & Wrekin Council's Family Connect Team.
- If a group or organisation that works with children, young people or adults at risk uses Turreff Hall and/or the Liz Clare Library on a regular basis or works in partnership with the parish council, then the Clerk should check that the group or organisation has adequate procedures for safeguarding.

Definitions

A **child** is defined as a person under the age of 18 (The Children Act 1989).
There is no standard single definition for an adult at risk, but for this policy we are using this simple definition:
An **adult at risk** is someone aged 18 years or over 'who due to disability, mental function, age, illness or traumatic circumstances may not be able to take care or protect themselves against the risk of harm, abuse, bullying, harassment, mistreatment or exploitation.'

What is Abuse?
Abuse can take many forms and includes:
Physical including FGM
Domestic Violence
Sexual
Psychological or emotional
Financial or material
Neglect or acts of omission
Self-neglect
Organisational
Discrimination
Exploitation or Modern slavery
Some abuse may fall into more than one category. These are difficult and complex issues and advice should be sought whenever necessary.

Safeguarding Officer

The Clerk will be the Council's Safeguarding Officer and will be responsible for: -

- Promoting safeguarding best practice within Donnington and Muxton Parish Council
- Ensuring that safe employment and volunteer recruitment procedures are in place and followed.
- Organising appropriate training for employees, volunteers and members.
- Referring cases to Social Services and supporting staff in the referral process
- Keeping records of all incidents and concerns and storing the records securely

The name and contact details for the Safeguarding Officer will be displayed on the parish council website and on a notice board in Turreff Hall/the Liz Clare library, together with the telephone number and website address for Childline.

Measures to Minimise the Risk of Harm

All staff, volunteers and members need to be aware that they have a responsibility to do what is reasonable to safeguard and promote the welfare of children and adults at risk. To minimise the risk to children, adults at risk and to Donnington and Muxton Parish Council personnel, the following procedures will be followed:

Safe Recruitment

All staff and volunteers whose duties regularly[1] bring them into contact with children, young people and adults at risk will be carefully selected. This will include taking appropriate references and carrying out checks through the Disclosure and Barring Service (DBS).

Enhanced DBS checks will be required if any member, paid member of staff or volunteer carries out 'regulated activities' for adults. That is, providing health care, personal care, assisting with cash, paying bills or shopping or providing transportation in order to receive health care, personal care or social care.

Induction and Training

New employees, volunteers and members will be made aware of the Children and Adults at Risk Safeguarding Policy and Procedures.
The Clerk, as designated safeguarding lead will undertake training for the role and will attend refresher training every three years.
The Clerk will encourage good practice and identify any training needs required.
All employees, volunteers and members will be expected to attend Safeguarding training and Sexual Exploitation training.

Council Premises

Turreff Hall and the Liz Clare Library will be assessed by the Clerk with the Assistant Clerk at least annually for safety for children and adults at risk. This will include fire safety procedures.

Parish Council Events

Risk assessments for events will include an assessment of whether there is any risk of harm to children or adults at risk. Control measures will be put into place to minimise the risk of harm to those involved.

How to Respond to Someone who makes a Disclosure or Allegation of Abuse

- Reassure the person concerned.
- Remain calm and do not show shock or disbelief.
- Listen to what they are saying.
- Tell them that the information will be treated seriously.
- Ask questions to ensure you gather the full facts but do not start to investigate or ask detailed probing questions.
- Do not promise to keep it a secret.
- Tell the child or adult at risk what you are going to do next to get help to keep him or her safe.
- Record what you have been told/witnessed as soon as you can, using the child or adult at risk's own words where possible.

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[1] Regularly is usually defined as once a week or four or more times in a 30 day period.

Action to take following a disclosure by a child or adult at risk or an allegation against an employee, volunteer or member.

- If a disclosure or allegation about abuse has been made, then it must be referred immediately to the Clerk or in their absence the Chair of Council.
- In the case of an emergency where there is an immediate risk of significant harm the Police should be contacted.
- Where the allegation is against a member of staff, volunteer or member the Clerk should refer to the Chair.
- If the allegation is against the Chair, then it should be referred immediately to the Vice Chair.
- The Parish Council will not become involved in referrals as a third party.
- All disclosures and allegations, however insignificant they seem to be or when they occur, must be referred to Telford & Wrekin Council Social Care as soon as possible since any delay could cause more harm.
- If the referral is made by telephone, it should be confirmed in writing within 48 hours.
- **Parish Council staff and members should never undertake their own investigation.**
- All details about an incident or disclosure should be recorded as soon as possible, and all recordings should be signed and dated.
- Notes of any discussions between employees, members and Clerk must be signed and dated.
- Information relating to individuals and safeguarding is strictly confidential. Any records should be kept secure and separate from other Parish Council documents. Only the Clerk or the Chairman should be able to access these files.

Responding to concerns about a person's welfare where there has been no specific disclosure or allegation

All employees, volunteers and members are encouraged to share concerns with the Clerk. The Clerk will, if appropriate, make a referral to Telford & Wrekin Council Social Care.

Contacting Telford & Wrekin Council with a concern about a child or an adult at risk:

Family Connect Team	01952 385385	Monday to Friday 9 a.m. to 5 p.m.
Emergency Duty Team	01952 676500	Out of Hours

Concerns can also be reported on-line via the Telford & Wrekin Council website.

If someone is in immediate danger phone 999

CAT ACTION PLAN – DONNINGTON & MUXTON

MAY 2026

SCHOOL PATROLS – ALL SCHOOLS PATROLLED ON A ROTA BASIS

School	Location	Visits	Observations	PCNs issued	Comments
Donnington Wood CE Junior School	Leonard Close	6	0	0	2 patrols carried out.
Donnington Wood Infant School	Church Road/ Baldwin Webb	18	0	0	2 patrols carried out.
St Matthews C of E Primary School	Church Road	4	0	0	2 patrols carried out.
Muxton Primary School	Marshbrook Way	17	0	0	1 patrol carried out.

PARKING CONCERNS RAISED BY PARISH

Hot spot location	Visits	Observations	PCNs issued	Comments
Thornton Park Avenue	11	0	0	
Wellington Road	23	0	0	**Obstructions and dangerous parking. Weekends and Tuesday evenings are worst affected.**
Church Walk	15	0	0	**Vehicles blocking driveways**
Cardinals Close	4	0	0	**Dangerous parking – especially on weekends**
Barclay Court	5	0	0	**Support with obstructions and**

				pavement parking.
Highlander Drive	6	0	0	
Winchester Drive	11	0	0	
Saltwells Drive & junction	15	0	0	
Marshbrook Way	17	0	0	
Holland Drive	11	0	0	
Chalice Close	11	1	0	
Goodrich Close	10	0	0	
Baldwin Webb	14	0	0	
Bradley Road	12	0	0	**Intel from parish. Junction parking.**
Woodbine Drive	3	0	0	**Intel from parish. Junction parking.**
Smith Crescent	4	0	0	**Obstructions and double parking**
Muxton Lane	12	0	0	**obstructions**

FLY TIPPING HOT SPOT LOCATIONS TO PATROL

Hot spot locations this month	No of fly tips reported last month
Barn Close	6
The Glebelands	6
The Common	4
Penistone Close	4
Park Road	Intel from parish
The Giotte Mural	Intel from parish
Muxton Lane / Granville Car Park	Intel from parish
Summercroft communal bin area	To monitor side waste and fly tipping

FLY TIP UPDATES (VISITS, FPNS ISSUED AND COMMENTS)

Fly tips reported	Date & Time	Actions taken
Four fly tips reported on Penistone Close by Jeremy, Shaun and Kayleigh.	05.05.26 09:26 06.05.26 13:27 28.05.26 09:51	28.05.26- CCTV to be reviewed.
Seven fly tips reported on Ash Lea Drive by Kayleigh, Connor, Shaun and Hizhar.	06.05.26 13:17 12.05.26 10:18 22.05.26 14:08 26.05.26 09:54 28.05.26 09:32 29.05.26 09:47	No evidence found.
Two fly tips reported on Barn Close by Hizhar and Connor.	12.05.26 10:26 19.05.26 11:56	No evidence found.
Fly tip reported on The Common by Hizhar.	12.05.26 10:34	No evidence found.

Fly tip reported on The Glebelands by Hizhar.	14.05.26 13:42	No evidence found.
Fly tip reported on Winifreds Drive by Hizhar.	15.05.26 11:48	No evidence found.
Fly tip reported on Waxhill Close by Connor.	18.05.26 11:40	No evidence found.

DOG FOULING HOT SPOT LOCATIONS TO PATROL

Dog foul offence location	**comments**
Fieldhouse Drive	
Winchester Drive Alleyway	
Jubilee Avenue	
School Road	
St Matthews Road	
Muxton Lane	
War memorial	
Quiet Lane	
Marshbrook Park	
Highlander Park	
Ash Lea Drive	
James Way	
Baldwin Webb Avenue	

DOG FOUL UPDATES:

Dog foul reported	**Date & time**	**comments**
Fouling reported on St Matthews Road by Kayleigh.	06.05.26 13:32	
Fouling reported on School Road by Kayleigh.	06.05.26 13:41	
Fouling reported on Marshbrook Way by Hizhar.	13.05.26 08:27	

LITTERING HOT SPOT LOCATIONS TO PATROL

Litter offence location	**comments**
School Lane	
The Brook	
Saltwells Drive	

Marshbrook Way	
Brands meadow Play Park	
The Parade	
Marshbrook Park	
Highlander Park	

LITTERING UPDATES:

Litter reported	Date & time	comments
Overflowing bin reported on Station Road by Hizhar.	12.05.26 09:26	
Overflowing bins reported on Muxton Road by Hizhar.	12.05.26 09:48	
Overflowing bins reported on Saltwells Drive by Hizhar.	12.05.26 09:49	
Overflowing bin reported on St Matthews Road by Hizhar.	12.05.26 10:31	
Overflowing bin reported on Queens Road by Hizhar.	12.05.26 10:52	
Overflowing bin reported on Turreff Avenue by Hizhar.	13.05.26 10:12	
Overflowing bin reported on Oakengates Road by Hizhar.	13.05.26 11:05	
Overflowing bin reported on Donnington Rec PP by Hizhar.	14.05.26 14:03	
Overflowing bin reported on Muxton PP by Connor.	19.05.26 09:45	
Overflowing bin reported on The Common by Shaun.	26.05.26 10:20	
Five trolleys reported on Ash Lea Drive by Shaun.	26.05.26 09:54	
Two trolleys reported on Barn Close by Shaun.	29.05.26 09:28	
Street cleanse requested on Penistone Close by Shaun.	26.05.26 10:02	

ANTI-SOCIAL BEHAVIOUR HOT SPOT LOCATIONS TO PATROL

Locations to patrol	Officer comments	actions
Parade Shops	Increase of flytipping from properties / flats above shops. Planning ENFO informed of issues due to being on private land, not on public land or highway	Drop in to monitor if / when cleared and investigate any new flytips with evidence. Document any individuals or suspicious activity that may be worthy of police being notified.

ANTI-SOCIAL BEHAVIOUR UPDATES

Location	ASB updates
Street Racing / Car Cruising	Ongoing Op MANTLE to tackle issues around street racing / car cruising. CCTV within Donnington and Muxton being utilised based on intel shared by police for upcoming meets, staff live monitoring on planned Op dates to provide support for evidence / enforcement
Bikes / Quads	Upcoming Ops in support of police for Op Spree during Spring and Summer months. ASB to support on Ops with CCTV van patrols of known areas (Granville)

UPCOMING EVENTS (DAYS OF ACTION, DROP-IN SESSIONS, PARISH EVENTS)

Event name and location	Time/date	Comments
Muxton walkabout	3rd June at 10.30am	-

PARKING DATA

WARNINGS ISSUED:

Warning type	Reason	Date/time/location
15-day notice	Abandoned vehicle	Bradley Road- 28.05.26 09:22

PARKING DATA – (LOCATIONS, VISITS, OBSERVATIONS, NOTICES ISSUED).

Location	Vis	Obs Co	Notices Issu
Ash Lea Drive, Donnington	11	0	0
Baldwin Webb Avenue, Donnington	14	0	0
Barclay Court, Donnington	5	0	0
Barn Close, Donnington	10	0	0
Bradley Road, Donnington	12	0	0
Cardinals Close, Donnington	4	0	0
Church Road, Donnington	4	0	0
Church Walk, Donnington	15	0	0
Cordingley Way, Donnington	2	0	0
Donnington Wood Way, Donnington	9	0	0
East Avenue, Donnington	4	0	0
Granville Road, Donnington Wood	3	0	0
Hawthorn Road, Donnington	2	0	0
Hayward Avenue, Donnington	2	0	0
Highlander Drive, Donnington	6	0	0
Humber Lane, Donnington	1	0	0
James Way, Donnington	6	0	0
Jubilee Avenue, Donnington	3	0	0
Leonard Close, Donnington	6	0	0
New Trench Road, Donnington	7	0	0
Oakengates Road, Donnington	8	0	0
Park Road, Donnington	10	0	0
Penistone Close, Donnington	11	0	0
Queens Road, Donnington	2	0	0
Richards Road, Donnington	3	1	0
School Road, Donnington	9	0	0
Smith Crescent, Donnington	4	0	0
St Georges Road, Donnington	7	0	0
St Matthews Road, Donnington	19	0	0
Station Road, Donnington	1	0	0
Summercroft, Donnington	3	0	0
The Common, Donnington	11	0	0
The Fields, Donnington	2	0	0
The Glebelands, Donnington	5	0	0
The Parade, Donnington	5	0	0
Turreff Avenue, Donnington	8	0	0
Wellington Road, Donnington	11	0	0

West Avenue, Donnington	3	0	0
Winifreds Drive, Donnington	5	0	0
Wrekin Drive, Donnington	7	0	0

Location	Vis	Obs Co	Notices Issu
Ashmore Close, Muxton	1	0	0
Brands Meadow, Muxton	2	0	0
Celandine Way, Muxton	2	0	0
Chalice Close, Muxton	11	1	0
Fieldhouse Drive, Muxton	8	2	2
Goodrich Close, Muxton	10	0	0
Granville Road, Muxton	2	0	0
Holland Drive, Muxton	11	0	0
Marshbrook Way, Muxton	17	0	0
Muxton Lane, Muxton	12	0	0
Redhill Way, Muxton	5	0	0
Saltwells Drive, Muxton	15	0	0
The Paddock, Muxton	1	0	0
Thornton Park Avenue, Muxton	11	0	0
Waxhill Close, Muxton	8	0	0
Wellington Road, Muxton	12	0	0
Winchester Drive, Muxton	11	0	0
Woodbine Drive, Muxton	3	0	0

CAT ACTION PLAN – DONNINGTON & MUXTON

JUNE 2026

SCHOOL PATROLS – ALL SCHOOLS PATROLLED ON A ROTA BASIS

School	Location	Visits	Observations	PCNs issued	Comments
Donnington Wood CE Junior School	Leonard Close				
Donnington Wood Infant School	Church Road/ Baldwin Webb				
St Matthews C of E Primary School	Church Road				
Muxton Primary School	Marshbrook Way				

PARKING CONCERNS RAISED BY PARISH

Hot spot location	Visits	Observations	PCNs issued	Comments
Thornton Park Avenue				
Wellington Road				**Obstructions and dangerous parking. Weekends and Tuesday evenings are worst affected.**
Church Walk				**Vehicles blocking driveways**
Cardinals Close				**Dangerous parking – especially on weekends**
Barclay Court				**Support with obstructions and**

				pavement parking.
Highlander Drive				
Winchester Drive				
Saltwells Drive & junction				
Marshbrook Way				
Holland Drive				
Chalice Close				
Goodrich Close				
Baldwin Webb				
Bradley Road				**Intel from parish. Junction parking.**
Woodbine Drive				**Intel from parish. Junction parking.**
Smith Crescent				**Obstructions and double parking**
Muxton Lane				**Obstructions**

FLY TIPPING HOT SPOT LOCATIONS TO PATROL

Hot spot locations this month	No of fly tips reported last month
Ash Lea Drive	6
Barn Close	4
Penistone Close	3
The Glebelands	3
Park Road	Intel from parish
The Giotte Mural	Intel from parish
Muxton Lane / Granville Car Park	Intel from parish
Summercroft communal bin area	To monitor side waste and fly tipping

FLY TIP UPDATES (VISITS, FPNS ISSUED AND COMMENTS)

Fly tips reported	Date & Time	Actions taken

DOG FOULING HOT SPOT LOCATIONS TO PATROL

Dog foul offence location	comments
Fieldhouse Drive	

Winchester Drive Alleyway	
Jubilee Avenue	
School Road	
St Matthews Road	
Muxton Lane	
War memorial	
Quiet Lane	
Marshbrook Park	
Highlander Park	
Ash Lea Drive	
James Way	
Baldwin Webb Avenue	

DOG FOUL UPDATES:

Dog foul reported	Date & time	comments

LITTERING HOT SPOT LOCATIONS TO PATROL

Litter offence location	comments
School Lane	
The Brook	
Saltwells Drive	
Marshbrook Way	
Brands meadow Play Park	
The Parade	
Marshbrook Park	
Highlander Park	

LITTERING UPDATES:

Litter reported	Date & time	comments

ANTI-SOCIAL BEHAVIOUR HOT SPOT LOCATIONS TO PATROL

Locations to patrol	Officer comments	actions
Parade Shops	Increase of flytipping from properties / flats above shops. Planning ENFO informed of issues due to being on private land, not on public land or highway	Drop in to monitor if / when cleared and investigate any new flytips with evidence. Document any individuals or suspicious activity that may be worthy of police being notified.

ANTI-SOCIAL BEHAVIOUR UPDATES

Location	ASB updates
Street Racing / Car Cruising	Ongoing Op MANTLE to tackle issues around street racing / car cruising. CCTV within Donnington and Muxton being utilised based on intel shared by police for upcoming meets, staff live monitoring on planned Op dates to provide support for evidence / enforcement
Bikes / Quads	Upcoming Ops in support of police for Op Spree during Spring and Summer months. ASB to support on Ops with CCTV van patrols of known areas (Granville)

UPCOMING EVENTS (DAYS OF ACTION, DROP-IN SESSIONS, PARISH EVENTS)

Event name and location	Time/date	Comments
Muxton walkabout	3rd June at 10.30am	-

PARKING DATA

WARNINGS ISSUED:

Warning type	Reason	Date/time/location

PARKING DATA – (LOCATIONS, VISITS, OBSERVATIONS, NOTICES ISSUED).

Telford & Wrekin Co-operative Council

Protect, care and invest to create a better borough

LGC Awards 2025 COUNCIL OF THE YEAR WINNER

Community Action Team Enforcement 2025-2026 overview

A report for Donnington & Muxton

1

Background

Introduction to Community Action Teams (CATs)

In 2021, a pick and mix 3-year offer of enhanced environmental maintenance and local enforcement developed into the CAT, a local partnership with parish and town councils with support of 50% funding from T&W

In 2024, the partnership was refined, following feedback, to provide a 5 year offer up until end March 2029 with the option of fixed or annual flexible pricing .

The program also contributes to broader goals like enhancing biodiversity and reducing the carbon footprint by using electric vehicles and tools.

Telford & Wrekin Council: LGC Council of the Year 2025

2

Neighbourhood Enforcement

Telford & Wrekin Council: LGC Council of the Year 2025

Services Include:

- Engaging with residents / and schools regarding parking
- Monitoring of CCTV
- Walkabouts and engagement events
- Undertaking Civil Parking Enforcement, highway and environmental enforcement eg fly tipping, dog fouling & overgrown vegetation.
- Safeguarding parking bay provision for disabled residents. (757 PCN's issued in 24/25 for illegally parked vehicles)

3

Neighbourhood Enforcement

Positive Interventions:

- Active CCTV monitoring and targeted patrols of 'hot spot' areas to decrease fly tipping offences.
- Joint walkabouts with parish councils to support resident engagement,
  while identifying and addressing local community concerns.
- Monthly reports provided to parishes, including patrol data, hot spots and actions taken.

Telford & Wrekin Council: LGC Council of the Year 2025

4

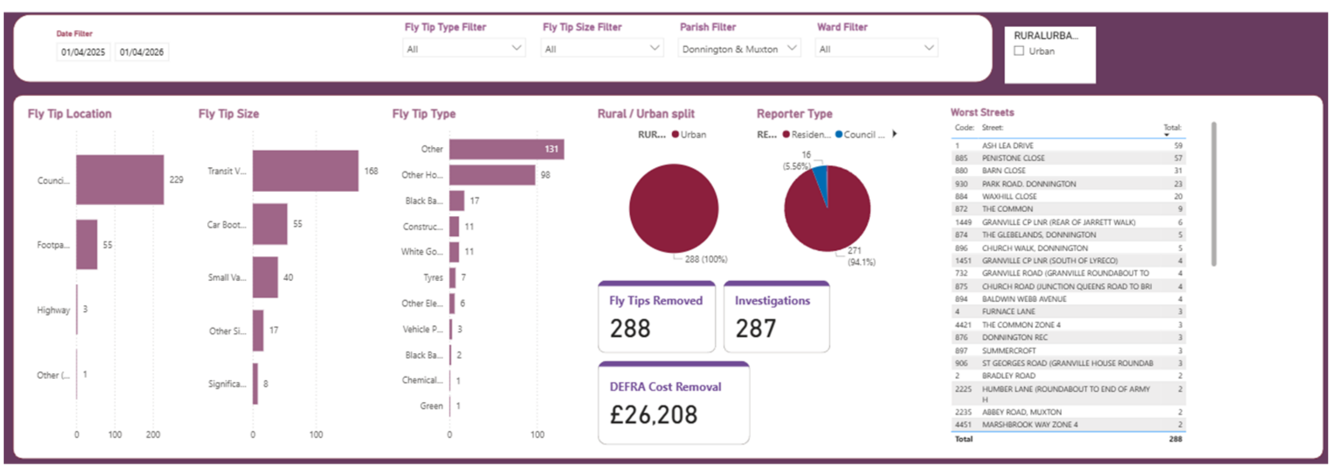
Neighbourhood Enforcement buy-in

Neighbourhood Enforcement Officer - 2.5 Days per Week

5

Fly tipping overview

2025-2026 financial year



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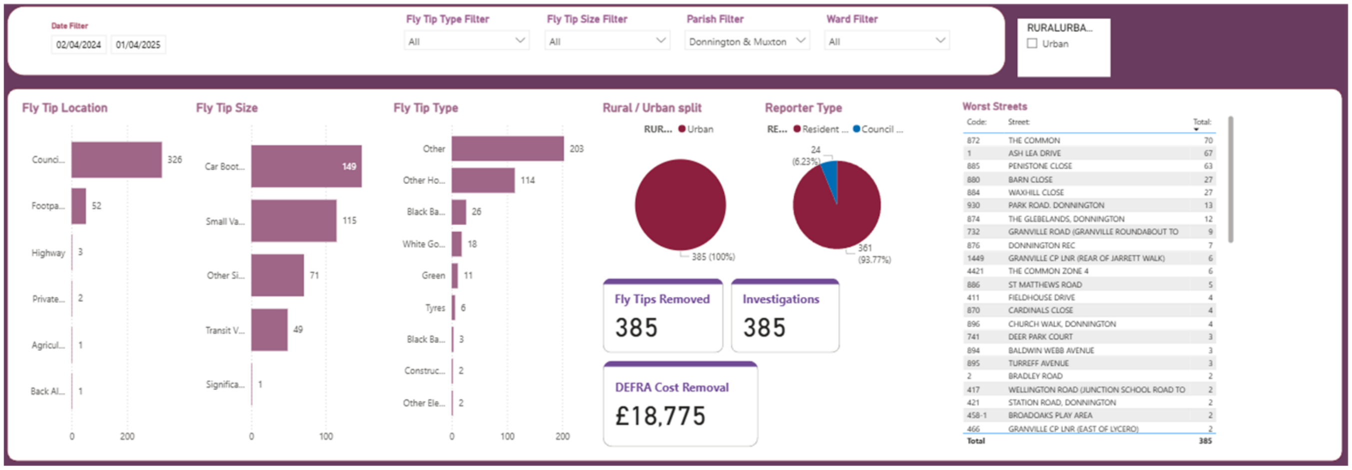
Fly tipping overview
2024-2025 financial year (comparison)



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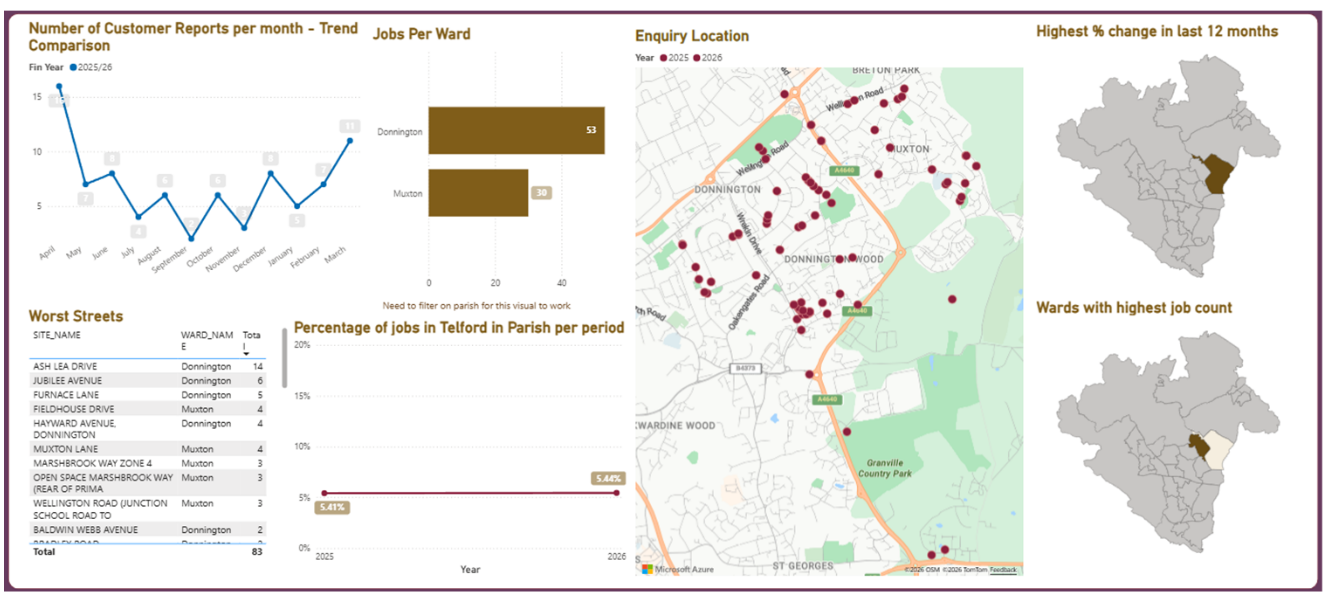
Dog fouling overview
2025-2026 financial year



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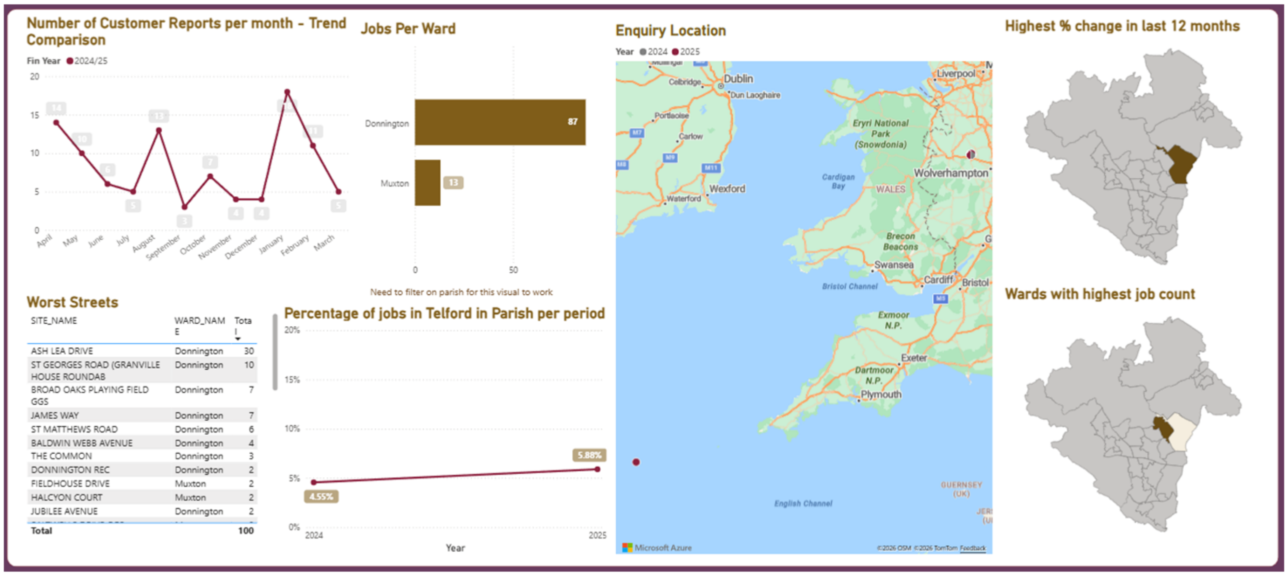
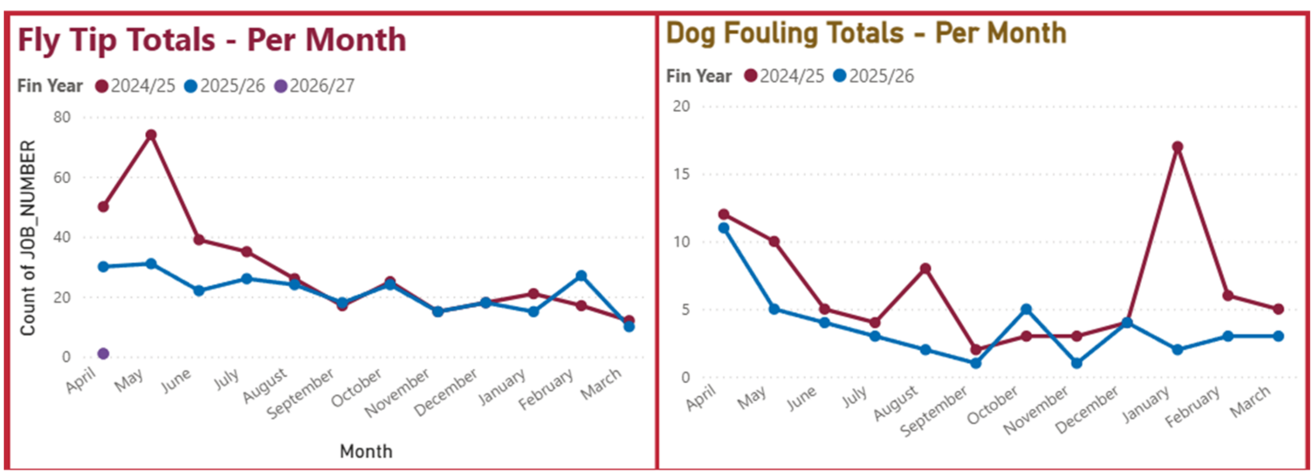
Dog fouling overview

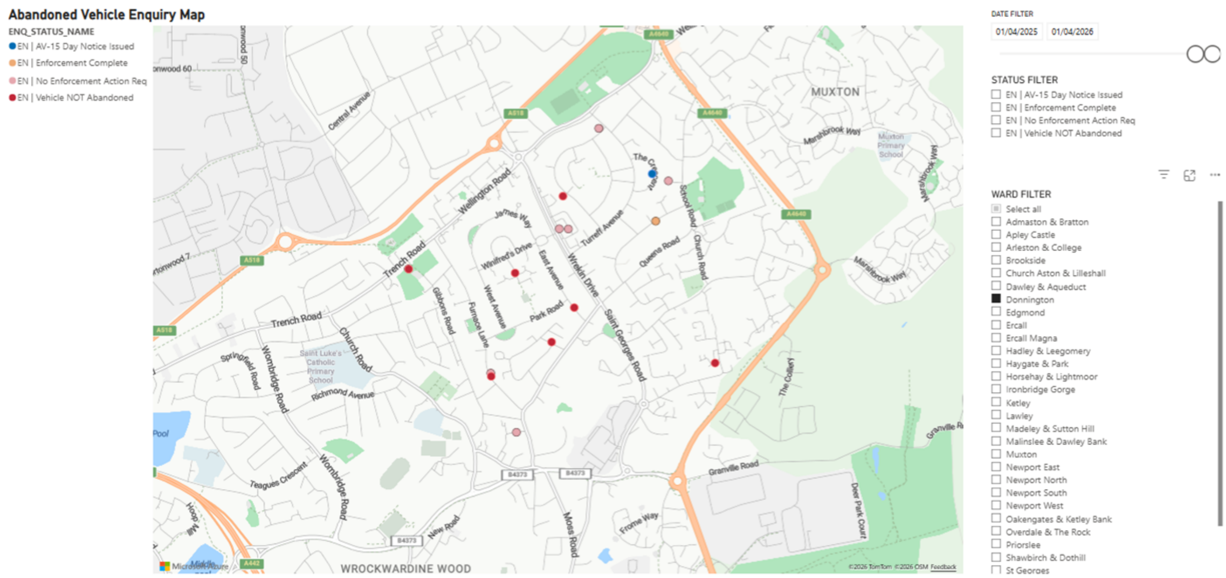
2024-2025 financial year (comparison)





Abandoned vehicle investigations

2025-2026 financial year



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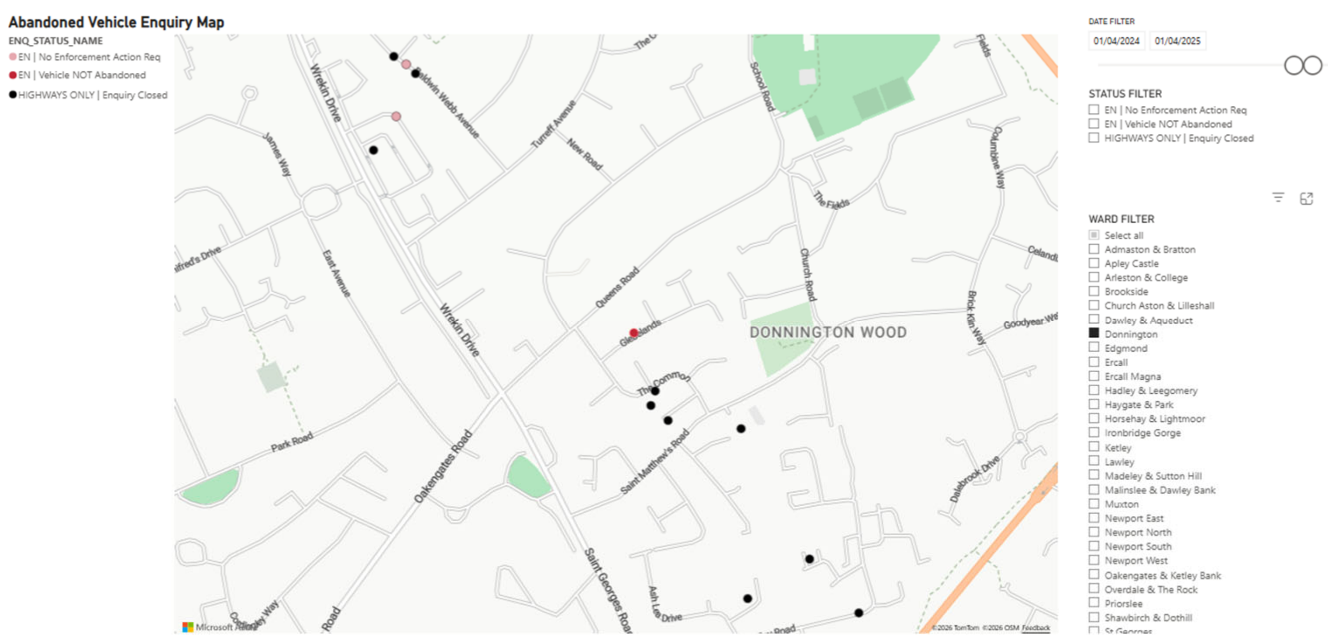
Abandoned vehicle investigations

2024-2025 financial year (comparison)



12

Fixed Penalty Notices
2025-2026 financial year

Fly tipping: 1
Duty of Care: 11
Litter: 0
Other: 0
S46 Notice: 9
Prosecution: 0

13

Penalty Charge Notices
2025-2026 financial year

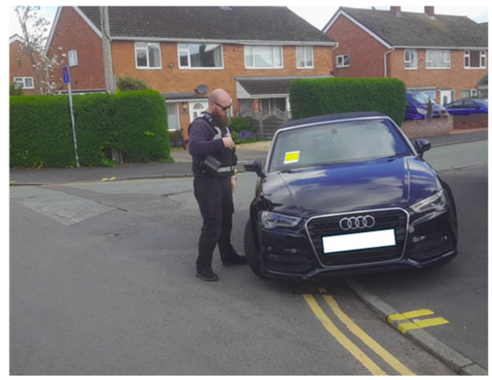
83 observations
27 Penalty Charge Notices
Highest street is Fieldhouse Drive with 5 PCNs issued.

14

Penalty Charge Notices

2024-2025 financial year (comparison)

117 observations
29 Penalty Charge Notices
Highest street was Baldwin Webb Avenue with 14 PCNs issued.
Parking has improved here as only
3 PCNs were issued in 2025-2026.



15

Patrols including parks & open spaces

2025-2026 financial year

Around 5,803 visits have been carried out to
streets across Donnington &
Muxton including parks and open spaces.

16

Patrols including parks & open spaces

2024-2025 financial year (comparison)

Around 4,406 visits have been carried out to streets across Donnington & Muxton including parks and open spaces.

17

Good news stories

2025-2026 financial year

- Secured funding through Safer Stronger for a column extension so that Neighbourhood Enforcement could deploy their CCTV camera at The Common, Donnington. In 2024-2025 The Common was the highest location for fly tipping with 70 fly tips reported. In 2025-2026 The Common had 9 fly tips.
- Dog fouling in Ash Lea Drive has halved since 2024/25. The Neighbourhood Enforcement Team will continue to actively patrol, keep signage clean and visible as well as engage with dog walkers.
- PCNs have slightly decreased but this could be due to compliance. The Highest street was Baldwin Webb Avenue with 14 PCNs issued in 2024-2025 and only 3 PCNs were issued in 2025-2026.
- Working with Cllr Urey a CCTV camera and signage were installed at Fieldhouse Drive to support the reduction in littering. The camera is actively monitored by Neighbourhood Enforcement and Security.

18

Recommendations for 2026-2027

- Maintain an active enforcement presence in Ash Lea Drive to address dog fouling and fly-tipping. Neighbourhood Enforcement will explore opportunities to utilise CCTV to capture offences and share appeals via Telford & Wrekin Watch.
- Penistone Close continues to be identified as a hotspot location despite the presence of a CCTV camera. Residents are tipping outside the cameras field of view even with a tracking function. Neighbourhood Enforcement will work in partnership with Waste Services, Safer Stronger and the Anti-Social Behaviour Team to explore further measures to reduce the ongoing negative environmental impact in the area.

19

20