



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

To All Members of this Parish Council

3rd March 2026

Dear Councillor

You are summoned to attend a meeting of the
Full Council on Monday 9th March 2026 at 7pm
At Turreff Hall, Donnington

AGENDA

26/03/180 Apologies: To note the apologies of those unable to attend.

26/03/181 Declaration of Interest:

To declare a personal or pecuniary interest in any item on the agenda.

26/03/182 Public Session

There will be 15 minutes allowed for questions to the Chair from Members of the Public.

26/03/183 Minutes:

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

- a. Full Council meeting held on 9th February 2026.
- b. Planning Committee meeting held on 2nd March 2026.
- c. Staffing Committee meeting held on 2nd March 2026.

26/03/184 Matters Arising from Minutes

To enable Councillors to receive updated information of actions contained in the Minutes thereof. (LPC12 refers)

26/03/185 Expenditure/Payments Transactions:

To receive and accept the Expenditure/Payment Transactions for February 2026.

26/03/186 Income/Receipts Received:

To receive the Income/Receipts Report for February 2026.

26/03/187 Bank Reconciliation:

To receive the Bank Reconciliation as of 28th February 2026.

26/03/188 Budget Summary of Receipts and Payments:

To receive and approve the budget summary as of 28th February 2026.

Members should note that the previously approved budget includes £16k as income from VAT returns. However, it should be noted that the actual spends against each cost centre are Net figures and so the VAT due or received has already been included. The inclusion of the VAT refund as a separate income line in the budget appears to have resulted in the double counting of the income (£16k). It should also be noted that several payments paid in the current financial year relate to invoices due in the previous financial year, most notably the street lighting contract. Q3 and Q4 payments for FY 24/25 (circa £14k) were paid in the current FY with a reversing journal / accrual not being applied to them. This will result in 6 quarters that will need accounting for in the current year (as opposed) to 4 and a forecast overspend of circa £13k. Other smaller invoices also appear to have not had a reversing journal applied to them which will cause overspend in current year budgets.

26/03/189 Parish Council Fees:

To consider a report and recommendations within regarding the level of fees charged by Donnington & Muxton Parish Council (*LPC13 refers – to follow*)

26/03/190 Review of Council Community Events:

To receive a summary analysis of Donnington & Muxton Parish Council organised community events in 2025/26. (*LPC14 refers - to follow*)

26/03/191 SIDS/Bus Shelters and Poppies Contract

To receive a report and any recommendations regarding the current contract / SLA for the regular rotation of Speed Indicator Devices, the regular cleaning of Bus Shelters and the putting up and taking down of 150 plastic poppies on lamp posts shortly before and after Remembrance Sunday. (*LPC15 refers*)

26/03/192 Grounds Maintenance Contracts

To receive a report regarding the ground maintenance contract requirements currently provided through Nobridge and a recommendation that: the current contract be rolled over for a further 1-year period from 1 April 2026 (no increase or change in service provision). (*LPC16 refers*)

26/03/193 LGPS Discretions Policy.

To review and consider adopting the draft LGPS Discretionary Policy

Members had expressed their agreement with the draft Discretions Policy tabled at the February Council meeting. However, Cllr L Dugmore had raised a query with regard to the Discretion 1 annex 1; in the notes it talks about the maximum amount being £8903 and then a previous provision of £5000. On advice, the £8,903 is the maximum that the Council can (as policy agree to); that the recommendation in the draft policy(option 3) is to not automatically grant up to the statutory maximum, the note is somewhat irrelevant. With regard to the £5,000 previous limit under 20089 regulations, this would only be relevant if the Council had previously agreed to automatically grant extra annual pension (which it had not).

It is recommended that members approve the draft LGPS Discretions Policy circulated at the previous meeting.

26/03/194 West Mercia Police Community Charter.

To consider identifying the Parish Council's Policing Priorities as part of the West Mercia Police Community Charter.

Members reviewed the policing charter in mid-January and agreed that the 3 priorities be to reduce / combat:

- Off Roothing
- Anti-Social Behaviour
- Other Traffic Offences.

It is recommended that the 3 priorities remain unchanged.

26/03/195 T&WC Community Pride Funding

To consider grant offers from T&WC Councillors

Cllr O Vickers (T&WC) – Grant offered for sundries to support activities at the 'Snug'

Cllr J Urey (T&WC) – Grant offered for the purchase of a football net at the play park (owned by T&WC) off Saltwells Drive.

26/03/196 Date of next meeting

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

26/03/197 Exclusion of Press and Public

To consider a recommendation that:

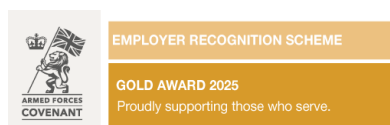
Under the Public Bodies (Admission to Meetings) Act 1960 S1(2) and under Section 100(A) of the Local Government Act 1972, the public and press be excluded for the remainder of the meeting for the following items of business on the grounds they involve the likely disclosure of exempt information as defined in the Acts.

26/03/198 Staffing Matters

To receive and updates or recommendations from the Staffing Committee (following on from its meeting held on Monday 2nd March 2026).

Lee Jakeman

Locum Clerk to the Parish Council





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FULL COUNCIL MEETING

Minutes of the **Council Meeting** held at Turreff Hall, Donnington on **9th February 2026** commencing at 7pm.

Present: Councillors: Alexander, Coates, Doran, L Dugmore, N Dugmore, Hoof, Randhawa, Overton, L Vickers, O Vickers and Urey.

In attendance: Lee Jakeman, Locum Clerk.

Absent: Councillors: Gough and Harrison.

26/02/165 Apologies: Apologies were noted from the following councillors:

Cllr Gough – unwell

Cllr Harrison – work commitment

26/02/166 Declaration of Interest:

Nil

26/02/167 Public Session

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

26/02/168 Minutes: To approve the Minutes of the previous meeting held on 12th January 2026.

Resolved – That the minutes be approved and signed by the Chairman as a true and accurate record.

26/02/169 Matters Arising from Minutes:

Members noted a report, circulated with the agenda from the Locum Clerk.

26/02/170 Expenditure/Payments Transactions

Members noted receipt of a revised list of payments to that sent out with the agenda (to now include invoices received in the past week (ser no 564 to Ser No). Members further noted a list of additional payments (tabled), to include invoice received since the issuing of the agenda.

Resolved

- a. That the Expenditure/Payment Transactions (ser no 502 and Ser Nos 511 to 563);. *(attached)* be approved for payment, other than the ser no. 557 which would require further understanding.

AND

- b. That the Expenditure/Payment Transactions (Ser Nos 564 to 582);. *(attached)* be approved for payment.

26/02/171 Income/Receipts Received:

Resolved – To note and ratify that the Income/Receipts Report for January 2026; total value £9,243.16.

26/02/172 Bank Reconciliation:

Each Councillor received a copy of the Bank Reconciliation as of 31st January 2026.

Resolved To approve the Bank Reconciliation as of 31st January 2026, summarised below:

- Petty Cash	£35.00
- Lloyds General Fund a/c	£63,824.20
- Lloyds (Salaries) a/c	£3,806.06
- Nationwide (Gen Reserve) a/c	£79,656.64
- Co-Op (Gen/EMR Fund) a/c	£33,562.89

TOTAL £180,884.79

Members noted that the level of the Lloyds General fund was relatively low to cover for the expected expenses over the next 2 months, before receipt of the first part of the precept and that some funds should be transferred from the Co-Op account to assist with cashflow. Members further noted that on receipt of the precept funds could be transferred back to the CO-Op account.

Resolved: To approve the transfer of £25k from the Council's Co-Op bank account into the Council's Lloyds General Fund account.

26/02/173 Budget Summary of Receipts and Payments:

Each Councillor received a copy of the budget summary of receipts and payments as of 31st January 2026.

Cllr Hoof enquired about the apparent significant overspend (circa £14k) in the Christmas Events budget. The Clerk advised that the Christmas Light costs had erroneously been set against the Christmas Event cost centre, rather than the Christmas Light expenditure (which had a current surplus of circa £26K). The coding had been corrected since the issuing of

the agenda, to move the costs (circa £14k) from the Christmas Events cost code to the Christmas Lights cost code.

Further comment was made regarding the significant overspend (circa £5K) on General maintenance (code 411). The Locum Clerk advised that a significant amount of this was in relation to costs associated with the planters which had not originally budgeted for. The Locum Clerk suggested that the budget should be revisited in the early part of the new financial year and that leaving the anomalies (i.e. not at this stage Vire funds or increase individual budget lines) as they would help to identify what budget lines would require refinement.

Resolved – that the Financial Budget Comparisons as at 31st January 2026 is ratified and accepted as a true record.

26/02/174 Internal Audit:

Members considered the Interim Internal Audit report.

Resolved:

- a. To note the interim internal audit report and to approve the draft responses prepared by the Locum Clerk.

26/02/175 Street Lighting:

Members considered a report on street lighting repairs.

Resolved:

- a. To approve works (at a cost of £2,993.20) for street lighting repairs to:
 - St Georges Road, Donnington Wood – outside number 11
 - Muxton Lane, Muxton – outside number 112
 - Stanall Drive, Muxton

AND

- b. That the Council delegates to the Clerk to authorise future (up to 31 Mar 2027) streetlighting repairs in line with the current street lighting contract, provided that they do not exceed the agreed in-year budget expenditure set by the Council.

26/02/176 LGPS Discretionary Policy

While members were generally content with the draft policy as circulated with the agenda, Cllr L Dugmore asked that clarification be sought regarding the maximum amount of the award in discretion 1 of Annex1.

Resolved:

To defer the matter to the next meeting.

26/02/177 Date of next meeting

Members were informed that the next Council meeting will be held on Monday 9th March 2026 at Turreff Hall, Donnington commencing at 7pm.

26/02/178 Exclusion of Press and Public

Resolved:

That, under the Public Bodies (Admission to Meetings) Act 1960 S1(2) and under Section 100(A) of the Local Government Act 1972, the public and press be excluded for the remainder of the meeting for the following items of business on the grounds they involve the likely disclosure of exempt information as defined in the Acts.

26/02/179 SALC/Buckingham Palace Garden Party

Members considered correspondence from SALC.

Resolved: to nominate the individual proposed by Councillor Doran to be the Donnington & Muxton nomination to the SALC ballot for attending a future Royal garden Party.

Signed:

Date:



EMPLOYER RECOGNITION SCHEME

SILVER AWARD 2024
Proudly supporting those who serve.



IN COLLABORATION WITH SLCC, NALC, QVW, COUNTY ASSOCIATIONS



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PLANNING COMMITTEE

Minutes of the **Planning Committee Meeting** held at Turreff Hall, Donnington on **2nd March 2026** commencing at 6:30pm.

Present: Councillors L Dugmore (Chair), I Alexander, R Coates, F Doran, and T Hoof.

Also Present: L Jakeman (Locum Clerk to the Parish Council).

Absent: Councillors R Coates, J Urey and O Vickers.

P26/03/01 Apologies: Apologies were received from Councillors R Coates, J Urey and O Vickers.

P26/03/02 Declaration of Interests: As per Registers of Interests.

P25/10/16 Planning Applications

Councillors considered the following planning applications:

- a. TWC/2026/0036 - 73 Highlander Drive, Donnington, Telford, Shropshire, TF2 8JU
Conversion of garage into habitable room
Resolved – to have no objection to this application.
- b. TWC/2025/0854 - Site of The Fields Bungalow, The Fields, Donnington, Telford, Shropshire
Erection of 2no. detached dwellings with associated parking *** Amended plans and ownership certificate
Resolved – to have no objection to this application.
- c. TWC/2026/0016 - The Poplars, Wellington Road, Donnington, Telford, Shropshire, TF2 8AB
Application under Section 192 for a Certificate of Lawfulness for proposed replacement of 10no. windows and roof tiles.
Resolved - to have no objection to this application.
- d. TWC/2026/0057 - The Poplars, Wellington Road, Donnington, Telford, Shropshire, TF2 8AB
Application under Section 192 for a certificate of lawfulness for proposed change of use from dwellinghouse (Use Class C3) to 6no. bedroom HMO (Use Class C4)
Resolved – To object to the application on the following grounds:

It is considered that there is insufficient parking on site (there is space for only 2 cars), and it is highly likely that vehicles residing or visiting the property will regularly seek to park on the Wellington Road for lengthy periods (including overnight); the Wellington Road is a major thoroughfare through the parish as well as being a busy and a public bus route.

The proposal lies opposite and between 2 very close and very busy road junctions namely, Barclay Court and Harding Close and will very likely increase the likelihood of a road traffic

accident. The presence of these regularly parked vehicles is likely to significantly reduce the flow of traffic, cause other road users to take to the opposite side of the road (close to 2 junctions) and increase road safety hazards.

The location of the proposed development is in close proximity to a number of assisted living developments that house vulnerable people and it is considered that this proposal will significantly change the nature of the area and exasperate the current poor situation.

P25/10/17 Decisions Made on previous applications

Councillors were informed of the Local Planning Authority's decisions on the following applications previously discussed by this Committee:

- a. TWC/2025/0695 - 56 Jubilee Avenue, Donnington, Telford, Shropshire, TF2 8HS
Erection of a single storey side and rear extension.
Full Refused.
- b. TWC/2025/0811 - 17 Dorchester Drive, Muxton, Telford, Shropshire, TF2 8SR
Erection of a single storey side and rear extension.
Full Granted.
- c. TWC/2025/0812 - Mcdonalds, School Road, Donnington, Telford, Shropshire, TF2 8HH
Installation of 2no. rapid electric vehicle charging stations including one fully accessible EV charging bay and ancillary equipment.
Full Granted.
- d. TWC/2025/0846 - Mcdonalds, School Road, Donnington, Telford, Shropshire, TF2 8HH
Crown lift to 1no. Oak tree to allow a 3m ground clearance.
Tree Preservation Order Granted.
- e. TWC/2025/0855 - Land between Bryn Garth 52 & Brook House Farm, Brookside, Muxton, Telford, Shropshire.
Erection of 1no. dwelling, 1no. garage and associated works.
Withdrawn.
- f. TWC/2025/0877 - Abbey Farm, Abbey Road, Lilleshall, Newport, Shropshire, TF10 9HW
Application for prior approval for the proposed change of use of agricultural use to flexible commercial use.
Withdrawn.

The meeting closed at 1850hrs.

Signed:

Date:



STAFF AND PERSONNEL COMMITTEE

Minutes of the Staff and Personnel Committee Meeting held at Turreff Hall, Donnington on 2nd March 2026 commencing at 7:15pm.

Present: Councillors I Alexander, L Dugmore (Acting Chair) and R Overton.

Absent: Councillors Z Harrison, J Urey and O Vickers.

In attendance: L Jakeman (Locum Clerk to the Parish Council).

SP26/02/01 Appointment of Chair for the Meeting.

In the absence of the Chair and the Vice Chair of the Committee, members present

RESOLVED: That Councillor L Dugmore chair the meeting.

SP26/03/02 Apologies:

Apologies were noted from Councillors Z Harrison, J Urey and O Vickers.

SP26/03/03 Declaration of Interests:

Nil.

SP26/03/04 Exclusion of the Press and Public:

RESOLVED – that under the Public Bodies (Admission to Meetings) Act 1960 S1(2) and under Section 100(A) of the Local Government Act 1972, the public and press be excluded for the remainder of the meeting for the following items of business on the grounds they involve the likely disclosure of exempt information as defined in the Acts.

SP26/03/05 Staffing

a. Clerk Advertisement and Recruitment.

Members considered a brief from the Locum Clerk and **RESOLVED:** To readvertise for a permanent Parish Clerk and other administrative positions that the Council is in need of.

b. Staff Training.

Members considered a brief and a recommendation from the Locum Clerk and **RESOLVED:** To support the recommendation of the Locum Clerk (LPC18 refers)

The meeting closed at 19:45 hrs

Signed:

Date:

Locum Parish Clerk Report

Full Council Meeting 9th March 2026

Agenda Item 26/0/184 - Clerk's Update

AIM

1. To provide updates on actions from the minutes of the previous meeting of the Council on 9th February 2026.

Street Lighting

The works to the 3 streetlights identified below have been ordered through T&WC:

- St Georges Road, Donnington Wood – outside number 11
- Muxton Lane, Muxton – outside number 112
- Stanall Drive, Muxton

(at a cost of £2,993.20)

Speed Indicator Devices

2. No progress since the previous meeting.

Memorial Bench (in respect of Denise Birkett)

3. A bench along with a plaque was ordered on 19th January 2026 at a cost of £921.60 from Broxap. The cost includes installation. The bench was delivered on Thursday 27th February. A quote of £200 has been received to install the bench and councillors have been contacted to confirm siting of the bench and the appropriateness of some form of unveiling ceremony.

Local Government Pensions Scheme – Discretions Policy

4. Members had expressed their agreement with the draft Discretions Policy tabled at the February Council meeting. However, Cllr L Dugmore had raised a query with regard to the Discretion 1 annex 1; in the notes it talks about the maximum amount being £8903 and then a previous provision of £5000. On advice, the £8,903 is the maximum that the Council can (as policy agree to); that the recommendation in the draft policy(option 3) is to not automatically grant up to the statutory maximum, the note is somewhat irrelevant. With regard to the £5,000 previous limit under 20089 regulations, this would only be relevant if the Council had previously agreed to automatically grant extra annual pension (which it had not).

Buckingham Palace Garden Party Nomination

5. The details of the Council's nomination to attend a Royal Garden Party at Buckingham Palace on 12th May 2026 were forwarded to SALC on Wed 11th February. The nomination was unsuccessful.

Lee Jakeman
Locum Parish Clerk

Donnington & Muxton Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

02 March 2026 (2025-2026)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
557	War Memorials	10/03/2026		DMPC Lloyds Genera	Previous Year - Un	Cllr J Urey Pride Fund - Muxton	Mrs L A Urey	X	165.00		165.00
											165.00
563	Lettings	27/02/2026		DMPC Lloyds Genera	refund due	Hall Hire Overpayment	Telford & Wrekin - ACC 20:	X	33.00		33.00
											33.00
583	Stationery	12/02/2026		DMPC Lloyds Genera		Office Stationery	Viking Office UK Ltd	S	49.87	9.98	59.85
											59.85
584	Miscellaneous	13/02/2026		DMPC Lloyds Genera	Against All Odds	Books	Amazon Business UK	Z	1.00		1.00
											1.00
585	Miscellaneous	13/02/2026		DMPC Lloyds Genera	8 books	Books	Amazon Business UK	Z	8.00		8.00
											8.00
586	Computers/IT/Telephones	16/02/2026		DMPC Lloyds Genera		Domain name renewal	Kalidescope	S	30.00	6.00	36.00
											36.00
587	Sum Up fees	13/02/2026		DMPC Lloyds Genera	Su Upm	Sum up fees	Sum Up Payments Ltd	E	0.12		0.12
											0.12
588	Electricity	16/02/2026		DMPC Lloyds Genera	M9	Electricity	West Mercia Energy	L	117.31	5.87	123.18
588	Electricity	16/02/2026		DMPC Lloyds Genera	M9	Electricity	West Mercia Energy	S	6.37	1.27	7.64
											130.82
589	Community Events	16/02/2026		DMPC Lloyds Genera	Pre-payment 26-2:	Mobile Bar Licence Fee	Timmy T Evans	X	60.00		60.00
											60.00
590	Bus Shelters - Cleaning	16/02/2026		DMPC Lloyds Genera	M11	Cleaning of Bus Shelters / Sids	D R Seabury Builders	E	255.00		255.00
590	General Maintenance	16/02/2026		DMPC Lloyds Genera	M11	Cleaning of Bus Shelters / Sids	D R Seabury Builders	E	115.00		115.00
											370.00
591	Miscellaneous	16/02/2026		DMPC Lloyds Genera	Pablo & Splash	Books	Amazon Business UK	E	1.00		1.00
											1.00
592	staff Costs - Employee Gross P:	25/02/2026		DMPC Lloyds Genera		PAYE September 2025	HM Revenue and Customs	E			
592	Staff Costs - Employers NI/Pen	25/02/2026		DMPC Lloyds Genera		PAYE September 2025	HM Revenue and Customs	E			
592	Staff Costs - Employee Gross P	25/02/2026		DMPC Lloyds Genera		PAYE September 2025	HM Revenue and Customs	E	502.61		502.61
592	Staff Costs - Employers NI/Pen	25/02/2026		DMPC Lloyds Genera		PAYE September 2025	HM Revenue and Customs	E	370.00		370.00
											872.61
593	Staff Costs - Employers NI/Pen	25/02/2026		DMPC Lloyds Genera	M11	Pension contributions - Septem	Shropshire County Pension	E	649.01		649.01
593	staff Costs - Employee Gross P:	25/02/2026		DMPC Lloyds Genera	M11	Pension contributions - Septem	Shropshire County Pension	E	163.67		163.67
593	Staff Costs - Employers NI/Pen	25/02/2026		DMPC Lloyds Genera	M11	Pension contributions - Septem	Shropshire County Pension	E			
593	Staff Costs - Employee Gross P	25/02/2026		DMPC Lloyds Genera	M11	Pension contributions - Septem	Shropshire County Pension	E			
											812.68
594	staff Costs - Employee Gross P:	25/02/2026		DMPC Lloyds Salarie:	M11	Salaries	Payroll	E	2,146.20		2,146.20
594	Staff Costs - Employee Gross P	25/02/2026		DMPC Lloyds Salarie:	M11	Salaries	Payroll	E			
											2,146.20
595	Sum Up fees	16/02/2026		DMPC Lloyds Genera		Sum up fees	Sum Up Payments Ltd	E	0.06		0.06

Donnington & Muxton Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

02 March 2026 (2025-2026)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
											0.06
596	Sum Up fees	17/02/2026		DMPC Lloyds Genera	sum up	Sum up fees	Sum Up Payments Ltd	E	0.04		0.04
											0.04
597	Bank Charges	17/02/2026		DMPC Lloyds Genera	see bank statemer	Bank Charges	Lloyds Bank	E	10.20		10.20
											10.20
598	Subscriptions	18/02/2026		DMPC Lloyds Genera		Adobe PDF Subscription	Adobe Systems	S	16.64	3.33	19.97
											19.97
599	Keyholder Cover	10/03/2026		DMPC Lloyds Genera	Intruder 7 Feb 26	Security / Key Holder / Turreff	Security Wise Ltd	S	145.00	29.00	174.00
											174.00
600	Electricity	02/02/2026		DMPC Lloyds Genera	BGB64774	Electricity 9/07/2024 - 09/08/2	British Gas Lite - ACC 6477	L	188.51	9.43	197.94
											197.94
601	Gas	19/02/2026		DMPC Lloyds Genera	Month 10 6000620	Gas	British Gas - ACC 6006201	L	37.20	1.86	39.06
601	Gas	19/02/2026		DMPC Lloyds Genera	Month 10 6000620	Gas	British Gas - ACC 6006201	S	775.11	155.00	930.11
											969.17
602	Community Events	10/03/2026		DMPC Lloyds Genera	Pre-payment 26-27	Newsletters	Shropshire Printing Limited	S	60.00	12.00	72.00
											72.00
603	Electricity	17/03/2026		DMPC Lloyds Genera	1 Jan-31 Jan 26	Electricity - June 24	West Mercia Energy	L	126.80	6.34	133.14
603	Electricity	17/03/2026		DMPC Lloyds Genera	1 Jan-31 Jan 26	Electricity - June 24	West Mercia Energy	S	6.34	1.27	7.61
											140.75
604	Gas	17/03/2026		DMPC Lloyds Genera	31 Dec-31 Jan	Gas	West Mercia Energy	S	321.47	64.29	385.76
											385.76
605	Computers/IT/Telephones	03/03/2026		DMPC Lloyds Genera		Mobile Phone	02	S	16.83	3.37	20.20
											20.20
606	Streetlighting costs	24/02/2026		DMPC Lloyds Genera	Q1 25-26	street lights	Telford & Wrekin - ACC 20	S	5,178.54	1,035.71	6,214.25
											6,214.25
607	Streetlighting costs	10/03/2026		DMPC Lloyds Genera	Q2 25-26	street lights	Telford & Wrekin - ACC 20	S	5,524.25	1,104.85	6,629.10
											6,629.10
608	Cleaning	24/02/2026		DMPC Lloyds Genera	9-13 Feb	Turreff Hall Cleaning	Shines of Shropshire	X	227.00		227.00
											227.00
609	Cleaning	26/02/2026		DMPC Lloyds Genera		Turreff Hall Cleaning	Shines of Shropshire	X	227.00		227.00
											227.00
610	Subscriptions	10/03/2026		DMPC Lloyds Genera	Pre-payment - 20	scribe accounting package Allo	Scribe Accounts	S	636.00	127.20	763.20
											763.20
611	Library Water Rates	26/02/2026		DMPC Lloyds Genera		Water Charges	Water Plus - Library ACC 7	L	51.97	1.65	53.62
											53.62
612	Miscellaneous	10/03/2026		DMPC Lloyds Genera		Memorial Bench	Broxap	S	768.00	153.60	921.60
											921.60
613	Sum Up fees	26/02/2026		DMPC Lloyds Genera		Sum up fees	Sum Up Payments Ltd	E	0.02		0.02
											0.02
614	Donnington Toilets - Electricity	12/03/2026		DMPC Lloyds Genera	22 Jan - 21 Feb 26	Electricity	British Gas Lite - ACC 1336	L	26.75	1.34	28.09

Donnington & Muxton Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
											28.09
615	Donnington Toilets - Cleaning	27/02/2026		DMPC Lloyds Genera	16-23 Feb 26	Donnington Toilets - Cleaning	Laura's Cleaning	E	300.00		300.00
											300.00
616	Computers/IT/Telephones	10/03/2026		DMPC Lloyds Genera		Monthly 365/Teams Phone/Sup	Midland Computers Ltd	S	335.95	67.19	403.14
											403.14
617	Keyholder Cover	10/03/2026		DMPC Lloyds Genera	M11	Security Cover /Keyholding Tur	Clearview Security	S	337.50	67.50	405.00
											405.00
618	Sum Up fees	27/02/2026		DMPC Lloyds Genera	Sum Up	Sum up fees	Sum Up Payments Ltd	E	0.10		0.10
											0.10
619	Bank Charges	17/02/2026		DMPC Lloyds Salarie:	M11	Salaries Bank Charges	Lloyds Bank	E	8.50		8.50
											8.50
620	Website	02/03/2026		DMPC Lloyds Genera	CrDec01	Website Hosting	Kalidescope	S	40.00	8.00	48.00
											48.00
Total									20,038.94	2,876.05	22,914.99

Prepared by: _____

Date: _____

Name and Role

Approved by: _____

Date: _____

Name and Role

Approved by: _____

Date: _____

Name and Role

Donnington & Muxton Parish Council

02 March 2026 (2025-2026)

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
309	Lettings	02/02/2026		DMPC Lloyds Genera		Rent of rooms	Jane Hemuka	E	-100.00		-100.00
											-100.00
310	Lettings	02/02/2026		DMPC Lloyds Genera		Rent of rooms	Solomon Appoh	E	-100.00		-100.00
											-100.00
311	Lettings	02/02/2026		DMPC Lloyds Genera		Rent of rooms	Temple Martial Arts	E	30.00		30.00
311	Lettings	02/02/2026		DMPC Lloyds Genera		Rent of rooms	Temple Martial Arts	E	30.00		30.00
311	Lettings	02/02/2026		DMPC Lloyds Genera		Rent of rooms	Temple Martial Arts	E	30.00		30.00
											90.00
312	Lettings	05/02/2026		DMPC Lloyds Genera	Payment In Advan	Rent of rooms	Tarela Botu	E	160.00		160.00
312	Lettings	05/02/2026		DMPC Lloyds Genera	Payment In Advan	Rent of rooms	Tarela Botu	E	100.00		100.00
											260.00
313	Lettings	05/02/2026		DMPC Lloyds Genera		Rent of rooms	Arty Party	E	42.50		42.50
313	Lettings	05/02/2026		DMPC Lloyds Genera		Rent of rooms	Arty Party	E	42.50		42.50
313	Lettings	05/02/2026		DMPC Lloyds Genera		Rent of rooms	Arty Party	E	42.50		42.50
313	Lettings	05/02/2026		DMPC Lloyds Genera		Rent of rooms	Arty Party	E	42.50		42.50
											170.00
314	Lettings	05/02/2026		DMPC Lloyds Genera		Rent of rooms	Arty Party	E	42.50		42.50
314	Lettings	05/02/2026		DMPC Lloyds Genera		Rent of rooms	Arty Party	E	42.50		42.50
314	Lettings	05/02/2026		DMPC Lloyds Genera		Rent of rooms	Arty Party	E	42.50		42.50
314	Lettings	05/02/2026		DMPC Lloyds Genera		Rent of rooms	Arty Party	E	42.50		42.50
											170.00
315	Lettings	05/02/2026		DMPC Lloyds Genera		Rent of rooms	Ali Denyer	E	42.50		42.50
											42.50
316	Miscellaneous	05/02/2026		DMPC Lloyds Genera		Library Printing	Sum Up Payments Ltd	E	2.40		2.40
											2.40
317	Lettings	06/02/2026		DMPC Lloyds Genera		Booking - Turreff Hall	BOBIN PAZHUKKAYIL KUR	E	-100.00		-100.00
											-100.00
318	Lettings	06/02/2026		DMPC Lloyds Genera		Rent of rooms	Wrekin Quilters	E	29.75		29.75
318	Lettings	06/02/2026		DMPC Lloyds Genera		Rent of rooms	Wrekin Quilters	E	29.75		29.75
318	Lettings	06/02/2026		DMPC Lloyds Genera		Rent of rooms	Wrekin Quilters	E	29.75		29.75
											89.25
319	Lettings	06/02/2026		DMPC Lloyds Genera	Prepayment 26/27	Group Hire - Turreff Hall	Sandra Amoah	E	40.00		40.00
											40.00
320	Lettings	10/02/2026		DMPC Lloyds Genera	Overpayment £17:	Booking - Turreff Hall	Energize TW	E	45.00		45.00
320	Lettings	10/02/2026		DMPC Lloyds Genera	Overpayment £17:	Booking - Turreff Hall	Energize TW	E	17.00		17.00
											62.00
321	Lease	11/02/2026		DMPC Lloyds Genera	Month 11	Cordingley Hall Lease	Casey's Venues	E	750.00		750.00
											750.00

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
322	Lettings	12/02/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Temple Martial Arts	E	30.00		30.00
322	Lettings	12/02/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Temple Martial Arts	E	30.00		30.00
322	Lettings	12/02/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Temple Martial Arts	E	30.00		30.00
322	Lettings	12/02/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Temple Martial Arts	E	30.00		30.00
322	Lettings	12/02/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Temple Martial Arts	E	30.00		30.00
											150.00
323	Lettings	13/02/2026		DMPC Lloyds Genera		Booking - Turreff Hall	Jophylline Mensah Wood	E	-100.00		-100.00
											-100.00
324	Lettings	13/02/2026		DMPC Lloyds Genera		Booking - Turreff Hall	Sarah Crawford	E	-100.00		-100.00
											-100.00
325	Miscellaneous	12/02/2026		DMPC Lloyds Genera		Library Printing	Library Printing	X	327.88		327.88
											327.88
326	Miscellaneous	13/02/2026		DMPC Lloyds Genera	sum up	Library Printing	Sum Up Payments Ltd	E	7.20		7.20
											7.20
327	Miscellaneous	16/02/2026		DMPC Lloyds Genera		Library Printing	Sum Up Payments Ltd	E	3.60		3.60
											3.60
328	Miscellaneous	17/02/2026		DMPC Lloyds Genera		Library Printing	Sum Up Payments Ltd	E	2.55		2.55
											2.55
329	Lettings	24/02/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Katie joanne Burns	E	100.00		100.00
329	Lettings	24/02/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Katie joanne Burns	E	100.00		100.00
											200.00
330	Lettings	24/02/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Rita Amoako	E	107.00		107.00
330	Lettings	24/02/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Rita Amoako	E	100.00		100.00
											207.00
331	Lettings	24/02/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Moving On	E	15.00		15.00
331	Lettings	24/02/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Moving On	E	15.00		15.00
331	Lettings	24/02/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Moving On	E	15.00		15.00
331	Lettings	24/02/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Moving On	E	15.00		15.00
331	Lettings	24/02/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Moving On	E	15.00		15.00
											75.00
332	Lettings	19/02/2026		DMPC Lloyds Genera		Booking - Turreff Hall	Slimming World Donningt	E	60.00		60.00
332	Lettings	19/02/2026		DMPC Lloyds Genera		Booking - Turreff Hall	Slimming World Donningt	E	60.00		60.00
332	Lettings	19/02/2026		DMPC Lloyds Genera		Booking - Turreff Hall	Slimming World Donningt	E	60.00		60.00
											180.00
333	Lettings	19/02/2026		DMPC Lloyds Genera		Booking - Turreff Hall	Slimming World Donningt	E	60.00		60.00
											60.00
334	Lettings	24/02/2026		DMPC Lloyds Genera		Rent of rooms	Emma Russon	E	107.00		107.00
334	Lettings	24/02/2026		DMPC Lloyds Genera		Rent of rooms	Emma Russon	E	100.00		100.00
334	Lettings	24/02/2026		DMPC Lloyds Genera		Rent of rooms	Emma Russon	E	1.00		1.00

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
											208.00
335	Lettings	24/02/2026		DMPC Lloyds Genera		Booking - Turreff Hall	Slimming World Donninngt	E	60.00		60.00
335	Lettings	24/02/2026		DMPC Lloyds Genera		Booking - Turreff Hall	Slimming World Donninngt	E	60.00		60.00
											120.00
336	Lettings	25/02/2026		DMPC Lloyds Genera	refund	Booking - Turreff Hall	Emma Russon	X	-208.00		-208.00
											-208.00
337	Lettings	27/02/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Rita Amoako	E	20.00		20.00
											20.00
338	Lettings	27/02/2026		DMPC Lloyds Genera	Payment in advanc	Group Hire - Turreff Hall	Energize TW	E	20.00		20.00
											20.00
339	Miscellaneous/Grants	27/02/2026		DMPC Lloyds Genera	Receipt in Advance	Grant TWC - Pride Funding	Telford & Wrekin - ACC 20:	X	400.00		400.00
											400.00
340	Miscellaneous	26/02/2026		DMPC Lloyds Genera		Library Printing	Sum Up Payments Ltd	E	1.00		1.00
											1.00
341	Lettings	27/02/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	KAZEEM ADEDEJI BADMUS	E	70.50		70.50
341	Lettings	27/02/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	KAZEEM ADEDEJI BADMUS	E	100.00		100.00
											170.50
342	Suspense Account	12/02/2026		DMPC Lloyds Genera	Suspense A/C	Unknown Receipt	Janice Stephenson	X	125.00		125.00
											125.00
343	Lettings	24/02/2026		DMPC Lloyds Genera		Rent of rooms	Energize TW	E	25.50		25.50
											25.50
344	Lettings	24/02/2026		DMPC Lloyds Genera		Group Hire - Turreff Hall	Energize TW	E	21.25		21.25
											21.25
345	Miscellaneous	27/02/2026		DMPC Lloyds Genera	Sum Ip	Library Printing	Sum Up Payments Ltd	E	5.70		5.70
											5.70
Total									3,298.33		3,298.33

Donnington & Muxton Parish Council

Prepared by: Lee Jakeman - Locum Clerk Date: 2nd Mar 26
Name and Role (Clerk/RFO etc)

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

A	Bank Reconciliation at 28/02/2026		
	Cash in Hand 01/04/2025		119,329.16
	ADD Receipts 01/04/2025 - 28/02/2026		343,164.60
	SUBTRACT Payments 01/04/2025 - 28/02/2026		462,493.76
	Cash in Hand 28/02/2026 (per Cash Book)		327,768.53
B			134,725.23
	Cash in hand per Bank Statements		
	Petty Cash 31/12/2025	35.00	
	DMPC Lloyds General Fund 28/02/2026	45,017.28	
	DMPC Lloyds Salaries 28/02/2026	1,651.36	
	DMPC Nationwide General Reserv 30/11/2025	79,656.64	
	Co-operative General/Earmarked F 30/11/2025	8,562.89	
			134,923.17
	Less unrepresented payments		197.94
			134,725.23
	Plus unrepresented receipts		
	Adjusted Bank Balance		134,725.23
	A = B Checks out OK		

Summary of Receipts and Payments

All Cost Centres and Codes

Parish Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
600	Precept	288,155.00	288,155.00					(0%)
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	3,000.00	1,200.00	-1,800.00				-1,800.00 (-60%)
605	Community Fund							(N/A)
606	Christmas Festival	1,000.00	15.00	-985.00				-985.00 (-98%)
1002	Suspense Account		125.00	125.00				125.00 (N/A)
SUB TOTAL		309,155.00	289,495.00	-19,660.00				-19,660.00 (-6%)

Parish Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
98	staff Costs - Employee Gross Pa				106,397.19	78,087.26	28,309.93	28,309.93 (26%)
99	Staff Costs - Employers NI/Pens				34,304.92	29,946.42	4,358.50	4,358.50 (12%)
100	Salaries Net Pay							(N/A)
101	Salaries National Insurance							(N/A)
102	Salaries Income Tax							(N/A)
103	Salaries Pensions							(N/A)
104	Salaries Deficit Lump Sum							(N/A)
105	Telephone							(N/A)
106	Postage				100.00	38.40	61.60	61.60 (61%)
107	Stationery				600.00	711.74	-111.74	-111.74 (-18%)
108	Subscriptions				3,500.00	4,779.50	-1,279.50	-1,279.50 (-36%)
109	Insurance				1,550.00	1,407.59	142.41	142.41 (9%)
110	Advertising				500.00	266.79	233.21	233.21 (46%)
111	Chair's Allowance							(N/A)
112	Grants				2,000.00	845.02	1,154.98	1,154.98 (57%)
113	Council Meetings				50.00	120.00	-70.00	-70.00 (-140%)
114	Elections				3,000.00	9,205.18	-6,205.18	-6,205.18 (-206%)
115	Match Funding							(N/A)
116	Bank Charges				180.00	250.66	-70.66	-70.66 (-39%)
117	Sum Up fees				20.00	8.15	11.85	11.85 (59%)
118	Legal Expenses				300.00		300.00	300.00 (100%)
119	Audit Fees				1,600.00	1,138.00	462.00	462.00 (28%)
120	Computers/IT/Telephones				5,000.00	4,096.90	903.10	903.10 (18%)
122	Photocopying				1,300.00	809.12	490.88	490.88 (37%)
123	Staff Training				2,000.00	440.00	1,560.00	1,560.00 (78%)
124	Newsletter				2,040.00	2,377.00	-337.00	-337.00 (-16%)
125	Website				750.00	495.00	255.00	255.00 (34%)
126	Neighbourhood Plan							(N/A)
127	Councillor's Expenses				200.00	31.40	168.60	168.60 (84%)
128	Community Events				7,300.00	8,640.00	-1,340.00	-1,340.00 (-18%)
129	Christmas Events				11,500.00	10,395.79	1,104.21	1,104.21 (9%)
130	Miscellaneous				1,500.00	3,246.44	-1,746.44	-1,746.44 (-116%)
131	Community Fund							(N/A)
132	Defibrillators				200.00	340.24	-140.24	-140.24 (-70%)

Summary of Receipts and Payments

All Cost Centres and Codes

133 Youth Council	2,000.00	2,000.00		(0%)
134 GDPR and DPO	35.00	47.00	-12.00	-12.00 (-34%)
135 Climate Emergency				(N/A)
136 Payroll	460.00	254.00	206.00	206.00 (44%)
137 Neighbourhood Enforcement Off	17,305.00	17,305.00		(0%)
138 Professional Fees		16,333.09	-16,333.09	-16,333.09 (N/A)
SUB TOTAL	205,692.11	193,615.69	12,076.42	12,076.42 (5%)

Cordingley Hall Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
700	Lease	9,000.00	8,250.00	-750.00				-750.00 (-8%)
701	Miscellaneous Income							(N/A)
SUB TOTAL		9,000.00	8,250.00	-750.00				-750.00 (-8%)

Cordingley Hall Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
200	Insurance				1,330.00	1,170.90	159.10	159.10 (11%)
201	General Repairs				500.00	365.00	135.00	135.00 (27%)
SUB TOTAL					1,830.00	1,535.90	294.10	294.10 (16%)

Turreff Hall Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
800	Lettings	14,400.00	17,769.00	3,369.00		33.00	-33.00	3,336.00 (23%)
SUB TOTAL		14,400.00	17,769.00	3,369.00		33.00	-33.00	3,336.00 (23%)

Turreff Hall Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
298	Staff Costs - Employee Gross Pay				14,471.22	9,566.26	4,904.96	4,904.96 (33%)
299	Staff Costs - Employers NI/Pens				3,936.17	3,420.95	515.22	515.22 (13%)
300	Salaries Net Pay							(N/A)
301	Salaries National Insurance							(N/A)
302	Salaries Income Tax							(N/A)
303	Salaries Pensions							(N/A)
304	Salaries Deficit Lump Sum							(N/A)
305	Insurance				390.00	348.93	41.07	41.07 (10%)
306	Advertising				200.00	349.00	-149.00	-149.00 (-74%)
307	Refund of Deposits/Bar							(N/A)
308	Water				2,500.00	1,853.03	646.97	646.97 (25%)
309	Electricity				2,000.00	1,568.25	431.75	431.75 (21%)
310	Gas				3,300.00	4,341.19	-1,041.19	-1,041.19 (-31%)

Summary of Receipts and Payments

All Cost Centres and Codes

311 Alarm Maintenance	1,400.00	1,173.60	226.40	226.40 (16%)
312 General Repairs	1,500.00	2,506.80	-1,006.80	-1,006.80 (-67%)
313 Improvements	3,000.00	1,099.00	1,901.00	1,901.00 (63%)
314 Cleaning	480.00	3,832.51	-3,352.51	-3,352.51 (-698%)
315 Miscellaneous	1,000.00	1,384.41	-384.41	-384.41 (-38%)
316 Cleaning Materials	620.00	481.77	138.23	138.23 (22%)
317 Keyholder Cover	1,100.00	3,788.25	-2,688.25	-2,688.25 (-244%)
318 Council Tax	310.00	254.70	55.30	55.30 (17%)
SUB TOTAL	36,207.39	35,968.65	238.74	238.74 (0%)

Environment Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
900	Miscellaneous							(N/A)
901	Donnington Allotments	750.00	914.96	164.96				164.96 (21%)
SUB TOTAL		750.00	914.96	164.96				164.96 (21%)

Environment Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
400	Allotments (Donnington)		42.00	42.00	400.00	1,116.61	-716.61	-674.61 (-168%)
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	2,845.00	215.00	215.00 (7%)
404	Bus Shelters - Insurance				165.00	143.85	21.15	21.15 (12%)
405	Donnington Toilets - Maintenance				500.00	1,626.49	-1,126.49	-1,126.49 (-225%)
406	Donnington Toilets - Cleaning				6,800.00	6,619.00	181.00	181.00 (2%)
407	Donnington Toilets - Insurance				175.00	157.02	17.98	17.98 (10%)
408	Donnington Toilets - Cleaning Materials				200.00		200.00	200.00 (100%)
409	Donnington Toilets - Electricity				1,000.00	327.28	672.72	672.72 (67%)
410	Donnington Toilets - Water				2,400.00	2,018.71	381.29	381.29 (15%)
411	General Maintenance				1,200.00	6,580.00	-5,380.00	-5,380.00 (-448%)
412	Churchyard Maintenance							(N/A)
413	Grass Cutting				5,300.00	5,369.76	-69.76	-69.76 (-1%)
414	Container Insurance				1.12	0.99	0.13	0.13 (11%)
415	War Memorials				1,500.00	805.00	695.00	695.00 (46%)
416	Dog Bin Bags							(N/A)
417	Street Lighting - Electricity							(N/A)
418	Streetlighting - Maintenance Cor							(N/A)
419	Streetlighting - Christmas Lights							(N/A)
420	Streetlighting - Management Fee							(N/A)
421	Streetlighting - New Lights/Upgr							(N/A)
422	Streetlighting costs				28,000.00	25,800.64	2,199.36	2,199.36 (7%)
423	Christmas Lights				27,000.00	16,003.49	10,996.51	10,996.51 (40%)
424	Light Upgrades / Additional Wor				6,000.00	2,449.85	3,550.15	3,550.15 (59%)
SUB TOTAL			42.00	42.00	84,551.12	71,863.69	12,687.43	12,729.43 (15%)

Summary of Receipts and Payments

All Cost Centres and Codes

Library Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1000	Miscellaneous	600.00	1,334.13	734.13				734.13 (122%)
1001	Electricity							(N/A)
SUB TOTAL		600.00	1,334.13	734.13				734.13 (122%)

Library Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
500	Insurance				72.00	62.55	9.45	9.45 (13%)
501	Electricity				1,200.00	1,078.56	121.44	121.44 (10%)
502	Gas				3,200.00	2,504.36	695.64	695.64 (21%)
503	General Repairs					67.00	-67.00	-67.00 (N/A)
504	Miscellaneous				300.00	-155.82	455.82	455.82 (151%)
505	Photocopier				500.00	244.30	255.70	255.70 (51%)
506	Council Tax				310.00	254.70	55.30	55.30 (17%)
507	Library Water Rates				680.00	921.62	-241.62	-241.62 (-35%)
SUB TOTAL					6,262.00	4,977.27	1,284.73	1,284.73 (20%)

Year End Adjustments

Code	Title	Receipts			Payments			Net Position
		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 2023/24							(N/A)
SUB TOTAL								(N/A)

Reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	General Reserves (emergency)							(N/A)
21	Elections							(N/A)
22	Community Fund		1,499.21	1,499.21				1,499.21 (N/A)
23	Library Fund					58.33	-58.33	-58.33 (N/A)
24	Health and Well-being					580.65	-580.65	-580.65 (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)

Summary of Receipts and Payments

All Cost Centres and Codes

31	Donnington Parade Planters						(N/A)
32	Hedgerow Heros						(N/A)
33	Christmas Lights - The Humbers						(N/A)
34	Tables - Turreff Hall			1,130.00	-1,130.00	-1,130.00	(N/A)
35	Muxton War Memorial	1,250.00	1,250.00	330.00	-330.00	920.00	(N/A)
36	VE Day	2,000.00	2,000.00	3,909.97	-3,909.97	-1,909.97	(N/A)
37	Korean Fir Trees						(N/A)
38	Stay and Play	400.00	400.00			400.00	(N/A)
39	Natural Play Area at Granville Cc			2,000.00	-2,000.00	-2,000.00	(N/A)
40	Muxton Spring Fair 2026	2,000.00	2,000.00			2,000.00	(N/A)
SUB TOTAL		7,149.21	7,149.21	8,008.95	-8,008.95	-859.74	(N/A)

Summary

NET TOTAL	333,905.00	324,954.30	-8,950.70	334,542.62	316,003.15	18,539.47	9,588.77
V.A.T.		18,210.30			21,921.22		
GROSS TOTAL		343,164.60			337,924.37		

Locum Parish Clerk Report

Full Council Meeting 9th March 2026

Agenda Item 26/03/191 - **SIDS/Bus Shelters and Poppies Contract**

AIM

1. To consider the current contract / SLA for the regular rotation of Speed Indicator Devices, the regular cleaning of Bus Shelters and the putting up and taking down of 150 plastic poppies on lamp posts shortly before and after Remembrance Sunday.

BACKGROUND

2. The Council currently has a contract and SLA with D R Seabury Builders & Building Services for the 3 elements of the contract (enclosed). A refreshed quote for 2026/2027 has been provided against an amended specification.

DISCUSSION/COMMENT

3. . The specification in the quote has changed from the specification in 2025 /26:
 - 3.1. While we have responsibility for now for 12 bus stops (down from 14 this year) only 8 are brick.
 - 3.2. We currently only have 3 operating SIDS – the quote is to rotate 4- and the quote seeks to rotate SIDs every 3 weeks (currently it is once a month) increasing the number of changes from 12 to 16 (33% increase in activity).
 - 3.3. With regard to the poppies on lamp posts we now only have 50 serviceable poppies.

Bus Shelters.

4. The Locum Clerk has liaised with Telford and Wrekin Council (TWC) and the bus shelters are identified on the TWC mapping system as TWC assets. There is no cleaning schedule for the bus shelters other than as part of a general litter sweep. It appears that TWC will look to respond to defaced, damaged , dirty etc bus shelters on an as required/ reported basis.
5. Members might wish to consider reducing the cyclical cleaning of bus shelters to include only those that are brick built. Brick built bus shelters are enclosed spaces that trap detritus whereas the more modern canopy style bus shelters do not have a closed bottom and therefore detritus does not remain within it.
6. Alternatively, members might wish to consider a reaction-based response service but it is not clear how that might work with TWC having its own response system and without an in house team at the Parish Council responding might be slow.

SIDS

7. With the Council only currently having 3 operating SIDS it appears that entering into a contract to rotate 4 is unnecessary. Should the Council procure additional SIDs then the contract can be re-negotiated to extend to 4 (or more).

Poppies On Lamp Posts (Remembrance)

8. The poppies will naturally deteriorate over time (weathering). It is likely that there were not 150 this year. A recent check of the inventory has found that we actually have only 50 poppies. Any contract to install the poppies should accurately reflect the poppies that we have. Should the Council wish to purchase more poppies (to return it to its original stock of 150 then it can do

so – it is not clear that the budget for 2026/27 includes any capital purchase element for replacement poppies.

Quotes

The Current contractor has been asked to provide a variety of quotes for different levels of service

FINANCIALS

9. The agreed budget for 26/27 has provisioned:

£2060, for monthly bus shelter cleaning (code 403). This is £1000 less than the 25/26 budget.

An unspecified amount for SIDS rotation however budget code 411 General maintenance has £1,200 allocated to it and a note attached to it 'SIDS batteries'. It is unclear if the general maintenance budget (Environment) agreed was solely for the purpose of rotating the SIDS.

No specific funding for the poppies on lamp posts, albeit previous expenditure has been coded to budget 4121 (general maintenance).

10. It appears that code 411 (general maintenance) is intended to be used for both the poppies and the SIDS. However, the current budgeted amount does not cover this year's costs (budget of £1200 versus cost of £2160) and does not allow any headroom for unexpected 'general maintenance'.

OPTIONS

11. Options include varying the contracts to reduce the service for all or some items.

12. Increasing recently agreed budget lines to levels in line with the quotes received.

RECOMMENDATION

13. It is recommended that:

- 13.1. The cleaning of the bus shelters on a regular basis be discontinued.
- 13.2. The contract for the rotation of 3 SIDS once a month be agreed (£1800).
- 13.3. The contract for the siting of the remembrance poppies be limited to the 50 poppies that the Council currently has (£360).
- 13.4. That the 26/27 budget for General Maintenance (code 411) be increased from its proposed level of £1200 to £2160 through the virement of £960 from the Bus Shelter cleaning budget (Code 403)

Lee Jakeman
Locum Parish Clerk

Enclosure:

1. 2025/26 SLA – Environmental Services D&MPC and DR Seabury Builders.
2. Quote 1.
3. Quote 2.

Dated

.....**2nd April 2025**.....

Service Level Agreement

Relating To

Environmental Services

between

Donnington and Muxton Parish Council

And

D R Seabury Builders

This Agreement is made the **Second** day of **April** 2025

Between:

1. Donnington and Muxton Parish Council, Turreff Hall, Turreff Avenue, Donnington, Telford, TF2 8HG ("the Council")
2. D R Seabury Builders, Millies Den, Pool Hill Road, Horsehay, Telford, Shropshire, TF4 3AU

1. The Parish Council Obligations

The Council agrees:

- 1.1 To inform D R Seabury Builders of any requests to deviate the Service away from the elements highlighted in Schedule 1.
- 1.2 To maintain liaison with D R Seabury Builders to ensure effective and efficient use of the Service.
- 1.3 Not to, on its own accord, deal in any employment matters with regard to the Service. This is the sole responsibility of D R Seabury Builders.
- 1.4 That the Parish Council Clerk will be the point of contact for the Council for agreeing Service programmes and anything extra which the Council would want to undertake.

2. D R Seabury Builders Environment Obligations

D R Seabury Builders agrees:

- 2.1 The Service will be developed and delivered within the framework identified in Schedule 1.
- 2.2 To maintain liaison with the Council to ensure effective and efficient use of Service.
- 2.3 To advise the Council of any maintenance issues that the Council needs to be aware of, and which the Service will need to respond as part of its obligations.
- 2.4 To invoice the Council every month for the Service.
- 2.5 To ensure that all appropriate insurances are in place covering the Service provided.

3. Duration

This agreement shall take effect from 1st April 2024 to 31st March 2025 inclusive. A review of this agreement shall take place every 12 months and a fundamental Service Review shall be undertaken 3 months prior to the end date to ascertain if the Agreement for ongoing Service is to continue after this time. For the avoidance of doubt, this Agreement does not create a legitimate expectation that ongoing Service will continue after the expiry or termination of this Agreement.

4. Third Party Rights

For the avoidance of doubt nothing in the Agreement shall confer on any third party any benefit or right to enforce any term of this Agreement.

5. Governing Law

This Agreement shall be subject to and constructed and interpreted in accordance with English Law.

6. Termination

Either party may terminate this agreement with 6 months written notice to the Council or D R Seabury Builders as appropriate.

Signed by:

Ralph Morgan, Clerk to Donnington and Muxton Parish Council

For and on Behalf of Donnington and Muxton Parish Council

In the presence of

Signed by:

David Seabury

For and on behalf of D R Seabury Builders

In the presence of

Schedule 1

Attached

Schedule 1

Donnington & Muxton Parish Council Grounds Maintenance 2025/2026

Bus Shelters

The 14 Parish Council owned bus shelters within the Donnington and Muxton Parish Ward to be washed and disinfected every month (12 occasions).

Annual Cost £2450.00

Speed Indicator Display Signs (SIDS)

To replace the batteries on the two Parish Council owned SIDS on the first Monday of every month and to relocate the SIDS every three months at designated locations.

Annual Cost £1060.00

Poppies

To erect 150 lamp post poppies on designated roads two weeks before Remembrance Day and remove one week after.

Annual Cost £810.00

Ad Hoc Work

To quote for and, if accepted, carry out any ad hoc work that the Parish Council requires.

Prices are not subject to V.A.T

D R SEABURY BUILDERS & BUILDING SERVICES

millies den

pool hill road

horsehay,telford,shropshire,tf4 3au

Tel/Fax - 01952 505400 Mobile 07940 922 962



davidseabury@btinternet.com

Quote No. **DRSB 594**

QUOTATION

Customer

Name kate clerk @ donpc
Address turiff hall donington
Date 18/11/2025
Phone _____

Project :- maintenance 12 months

Desc of Works :- as above
for year april 1st 26 to april 1st 27

Trade Qty	Description	Unit Price	TOTAL
1	cleaning and disinfecting of 12 brick bus shelters once a month (12 occasions)	£2,570.00	£2,570.00
1	speed display signs,replace batteries on a 3 week rotation for 12 months x 3 cameras (16 occasions)	£1,800.00	£1,800.00
1	erect 50 poppies onto lamposts,remove poppies after remembrance day	£360.00	£360.00
NOTES- QUOTE 1			
NO VAT			
ALL MATERAILS AND FIXINGS ARE INCLUDED IN QUOTE			
please read small print			
SubTotal			£4,730.00

Quotation

Valid Until - 28/03/26

TOTAL £4,730.00

. This Quotation is based on labour only prevailing at today's date.(unless stated) We reserve the right to increase the quoted price in the event of unforeseen errors on plans or customer extra's. Or building control extra requirments,all items of furnitue ect must be removed befor eworkstarts,responsible for build only,

D R SEABURY BUILDERS & BUILDING SERVICES

millies den

pool hill road

horsehay,telford,shropshire,tf4 3au

Tel/Fax - 01952 505400 Mobile 07940 922 962



davidseabury@btinternet.com

Quote No. **DRSB 594**

QUOTATION

Customer

Name kate clerk @ donpc

Address turiff hall donington

Date 18/11/2025

Phone

Project :- maintenance 12 months

Desc of Works :- as above

for year april 1st 26 to april 1st 27

Trade Qty	Description	Unit Price	TOTAL
1	cleaning and disinfecting of 12 brick bus shelters once a month (12 occations)	£2,570.00	£2,570.00
1	speed display signs,replace batteries on a 4 week rotation for 12 months x 3 cameras	£1,500.00	£1,500.00
1	erect 50 poppies onto lamposts,remove poppies after remembrance day	£360.00	£360.00
NOTES- QUOTE 2			
NO VAT			
ALL MATERAILS AND FIXINGS ARE INCLUDED IN QUOTE			
please read small print			
SubTotal			£4,430.00

Quotation

Valid Until - 28/03/26

TOTAL £4,430.00

. This Quotation is based on labour only prevailing at today's date.(unless stated) We reserve the right to increase the quoted price in the event of unforeseen errors on plans or customer extra's. Or building control extra requirments,all items of furnitue ect must be removed befor eworkstarts,responsible for build only,

Locum Parish Clerk Report

Full Council Meeting 9th March 2026

Agenda Item 26/03/192 – **Grounds Maintenance Contracts**

AIM

1. To consider the ground maintenance contract requirements currently provided through Nobridge.

BACKGROUND

2. The Council currently has a contract for the provision of grounds maintenance tasks with Nobridge Limited which ceases on 31 Mar 26 comprising:

(grass cutting and general amenity maintenance)

- 2.1.1. Grassed areas including : Turreff Hall Mashbrook Way, Slaters Drive and the Allotments.
- 2.1.2. St Mathews Church.
- 2.1.3. Hedges.
- 2.1.4. Riparian Activity (Stream off Saltwells Drive).
- 2.1.5. Tree Works (off Saltwells Drive).

(high value areas / war memorials)

- 2.1.6. Muxton War Memorial.
- 2.1.7. Donnington War Memorial.

3. A separate contract / SLA (also for 1-year) is in place for the provision of planting and watering of 5 fence planters and 2 upright 3-tier planters on the parade.
4. Copies of the current contracts / SLAs are enclosed.

DISCUSSION/COMMENT

5. The contract states that the contract should be reviewed each year. However, with the departure of the Clerk and Deputy Clerk at the back end of 2025 there has been no preparatory work to review the scope of the works and or a request to tender.
6. Financial Regulations (5.8) require the Council to obtain 3-fixed price quotes for works in excess of £3,000. To request 3 quotes at this time would mean that the Council would be unable to go through the preferred formal process without interruption to some of the services.
7. I have looked to contact local garden nurseries regarding the planting of the planters.... The costly part of the planter's contract is the watering and the nurseries that I have contacted (at short notice) do not undertake watering.
8. The current contractor (Nobridge) has provided a quote (excl VAT) for 2026/2027 for the same scope of works as the current and recent previous years, and at the same cost as in 2025/2026:
 - 8.1.1. £3,680 for the planters (2 x £590 seasonal planting – watering £2,500)
 - 8.1.2. £4,775.01 for the grass cutting / amenity areas
 - 8.1.3. £1,240.80 for grass cutting at the war memorials (x2).
9. There are some advantages of the planting and the watering sitting with the same contractor in that they are more likely to be more careful watering their own displays.
10. The grass cutting / amenity area contracts can of course be separated from the planters.

11. Finding an alternative supplier for the grass cutting . amenity area contracts and agreeing a price and mobilising staff and equipment before 1 Apr 2026 will put at risk the delivery of those services in April.
12. It should be noted that the Council will cease to exist in May 2027, following the CGR, and it is considered not wise to enter into long-term contracts(which might attract some discount for guaranteed work over several years) that might be onerous for the new Council e.g. it might need to merge existing contracts from St Georges and Donnington and/ or break out Muxton elements of a Donnington & Muxton contract.
13. Members should note that other contractors have been approached for the 'planters and watering element' of the contract and these will be tabled if received after the sending of the agenda and before the 9th March 2026 meeting begins.

FINANCIALS

14. The relevant agreed/ available budgets (gross):

Code 412 Parade Planters £3,700

Code 413 Grass Cutting £5,300.

Code 415 War Memorials £3,500*.

*note that the War Memorials budget code is unlikely to have been set solely for the provision of grass cutting.

15. Sufficient funds exist in the set budgets to afford the quotes provided.

OPTIONS

16. Options Include:

16.1. Renew contracts as quoted, noting that financial regulations will need to be waived (on the basis that contract renewal action was not taken at an early enough stage due to the complete turnover of all Council staff in recent months).

16.2. Agree to seek further quotes for the contracts (which has some risk of a delay in getting into contract).

16.3. Discontinue the service provision.

RECOMMENDATION

(On the assumption that no other quotes arrive ahead of the meeting) It is recommended that the current contract be rolled over for a further 1-year period from 1 April 2026 (no increase or change in service provision).

Lee Jakeman
Locum Parish Clerk

Enclosure:

1. 2025/26 – Grounds Maintenance Contract.
2. 2026/27 – Nobridge Quote for Planters and Watering.

Dated

.....

Service Level Agreement

Relating To

Environmental Services

between

Donnington and Muxton Parish Council

And

Nobridge Limited

This Agreement is made the

day of

2025

Between:

1. Donnington and Muxton Parish Council, Turreff Hall, Turreff Avenue, Donnington, Telford, TF2 8HG ("the Council")
2. Nobridge Ltd, Cold Hatton, Telford, Shropshire, TF6 6QB

1. The Parish Council Obligations

The Council agrees:

- 1.1 To inform Nobridge Ltd of any requests to deviate the Service away from the elements highlighted in Schedule 1.
- 1.2 To maintain liaison with Nobridge Ltd to ensure effective and efficient use of the Service.
- 1.3 Not to, on its own accord, deal in any employment matters with regard to the Service. This is the sole responsibility of Nobridge Ltd.
- 1.4 That the Parish Council Clerk will be the point of contact for the Council for agreeing Service programmes and anything extra which the Council would want to undertake.

2. Nobridge Ltd Environment Obligations

Nobridge Ltd agrees:

- 2.1 The Service will be developed and delivered within the framework identified in Schedule 1.
- 2.2 To maintain liaison with the Council to ensure effective and efficient use of Service.
- 2.3 To advise the Council of any maintenance issues that the Council needs to be aware of, and which the Service will need to respond as part of its obligations.
- 2.4 To invoice the Council every month for the Service (£370.00 per month plus VAT)
- 2.5 To ensure that all appropriate insurances are in place covering the Service provided.

3. Duration

This agreement shall take effect from 1st April 2025 to 31st March 2026 inclusive. A review of this agreement shall take place every 12 months and a fundamental Service Review shall be undertaken 3 months prior to the end date to ascertain if the Agreement for ongoing Service is to continue after this time. For the avoidance of doubt, this Agreement does not create a legitimate expectation that ongoing Service will continue after the expiry or termination of this Agreement.

4. Third Party Rights

For the avoidance of doubt nothing in the Agreement shall confer on any third party any benefit or right to enforce any term of this Agreement.

5. Governing Law

This Agreement shall be subject to and constructed and interpreted in accordance with English Law.

6. Termination

Either party may terminate this agreement with 6 months written notice to the Council or Nobridge Ltd as appropriate.

Signed by:

Ralph Morgan, Clerk to Donnington and Muxton Parish Council

For and on Behalf of Donnington and Muxton Parish Council

In the presence of

Signed by:

Daniel Cope – Director

For and on behalf of Nobridge Ltd

In the presence of

Schedule 1

Attached

Schedule 1

Donnington & Muxton Parish Council Grounds Maintenance 2025/2026

Grass Areas

The grassed areas located at Turreff Hall, Marshbrook Way, Salters Drive and the Allotments will be cut on a 2 weekly frequency between April and end of October (16 occasions). Areas inaccessible to the larger ride on machine will be cut using pedestrian equipment. Grass around obstacles will be cut using a strimmer with a nylon spool and arisings being left in situ.

Annual Cost £2,100.00

St. Matthews Church

The closed grassed area at St Matthews 2 weekly frequency between April and end of October (16 occasions) on 9no occasions arisings will be collected and disposed of. The remaining 7no occasions will be cut with the arisings left in situ areas inaccessible to mowers and around obstacles will be cut using a strimmer with a nylon spool.

Annual Cost £1,120.00

Hedges

Hedges will be trimmed on 2 x occasions (June – September) subject to nesting birds or unless requested otherwise.

Annual Cost £120.00

Riparian Activity

To cut back vegetation and clean out stream located on Parish Council land off Saltwells Drive, Muxton on 2 occasions per annum.

Minor Tree Works

To carry out cutting down of under canopy vegetation along top of stream located on Parish Council land off Saltwells Drive, Muxton.

Annual Cost £1,100.00

Prices are subject to V.A.T

ENCLOSURE 2

To:
Donnington & Muxton Parish Council
Turreff Hall
Turreff Avenue
Donnington
Telford
TF2 8HG

Our Ref: NLTD1452
Date: 24th February 2026

RE: Planters

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

Description of works	Quantity	Price exc. VAT
To supply and plant summer bedding and basket bedding to 5no fence planters, 1no box planter and 2 tower planters		£590.00
To supply and plant winter bedding and basket bedding to 5no fence planters, 1no box planter and 2 tower planters		£590.00
To carry out watering operations throughout the year		£2,500.00
Total Amount Exc. VAT		£3,680.00

All prices plus VAT

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

Yours Sincerely
Dave/Chris/Dan Cope
Directors

Nobridge Nurseries,
Cold Hutton Telford Shropshire

Tel: 01952-541983

office@nobridge.co.uk