



The **Full Council Meeting** of the above-named Parish Council will take place at the **Dawley Baptist Church** commencing at **6.00 p.m.** on **TUESDAY 23RD JUNE 2026** and Members are hereby summoned to attend for the purpose of transacting the following business.

Signed

Date: 18th June 2025

Clerk to the Council

AGENDA

1.	Chair's welcome
2.	Apologies To receive apologies from Members unable to attend
3.	Declarations of Interest To receive any Declarations of Interest (declarations may be declared at any time during the meeting)
4.	Safer Neighbourhood Team To receive an update
5.	Shropshire Food Feeding resilience and schools' food web For discussion
6.	Public session The meeting will be adjourned to allow members of the public (if present) to discuss issues and concerns with Members. (The time allocated for public participation is at the discretion of the Chair). <i>The meeting will re-convene for the following business to continue.</i>
7.	Minutes To APPROVE and ACCEPT the minutes from the: Annual Meeting and Full Council meeting held on TUESDAY 12th MAY 2025 (APPENDIX A)
8.	Finance a. Internal Audit Report (APPENDIX B) To receive and approve b. AGAR 2025-2026 (APPENDIX C) To receive and approval c. Bank reconciliations for April and May 2026 – tabled To receive and approve d. List of expenditure for April & May 2026 (APPENDIX D) To receive and approve e. National Association of Local Councils (NALC) – travel, mileage and fuel rate allowance For approval
9.	Grievance and appeal panel To review and appoint
10.	Policies To approve and accept the following policies:

	a. IT Policy (APPENDIX E) b. Accessibility Statement (APPENDIX F) c. Model Publication Scheme (APPENDIX G) d. UK GDPR – UK Data Protection Policy (APPENDIX H)
11.	Lease – land off Tom Morgan Close, Lawley To approve and sign
12.	Communications – Feedback programme (APPENDIX I) To receive and approve
13.	Planning applications For discussion TWC/2026/0409 – Installation of modular self-service launderette – Morrisons
14.	Work experience report For noting
15.	Councillor Update Councillors to provide an update or raise any issues
16.	Community Affairs a) Events update b) Community Action Team – May 2026 report (APPENDIX J)
17.	Correspondence • Cuan Wildlife <u>Public Bodies (Admission to Meetings) Act 1960</u> In view of the confidential nature of the business about to be transacted it is requested that the public and press should not be present
18.	Confidential Items a) Staffing matters - Completion of probation - tabled To receive and approve
19.	Agenda items for next meeting Members are invited to suggest items for discussion at the next Parish Council meeting
20.	Date of next meeting The date of the next Parish Council meeting is due to take place on TUESDAY 15TH SEPTEMBER 2026 at Dawley Baptist Church Commencing at 6:00pm.



DRAFT Minutes of the Annual Meeting of the Council and the Full Council meeting held on TUESDAY 12TH MAY 2026 at Dawley Baptist Church starting at 6:00pm

PRESENT

Cllr Erin Aston	Cllr Mark Boylan	Cllr Corrine Chikandamina
Cllr Zona Hannington	Cllr Luke Lewis	Cllr Mike Povall
Cllr Cathy Salter		

IN ATTENDANCE

Jill Holland, Clerk to the Council

One resident

PC Green and PCSO Mulhall – Safer Neighbourhood Team (SNT) for Lawley & Overdale

David Tooley, Local Democracy Reporter

2026/001	CHAIR'S WELCOME As the current Chair, Cllr Mark Boylan welcomed everyone to the meeting.
2026/002	ELECTION OF CHAIR 2026-2027 In compliance with LGA 1972 s15(1)(2) nominations were received by the Clerk prior to the meeting in the event of more than one nomination being received. It was RESOLVED that Cllr Mark Boylan be unanimously elected as Chair for 2026-2027. Cllr Zona Hannington PROPOSED Cllr Mark Boylan for the position of Chair. Cllr Corrine Chikandamina SECONDED . All Members IN FAVOUR .
2026/003	DECLARATION OF ACCEPTANCE OF OFFICE AS CHAIR TO THE PARISH COUNCIL Cllr Boylan and the Clerk signed the Declaration of Office.
2026/004	ELECTION OF VICE CHAIR 2026-2027 In compliance with LGA 1972 s15(6) nominations were received by the Clerk prior to the meeting in the event of more than one nomination being received. Nominations were received for Cllr Erin Aston and Cllr Emma Holding. Votes were taken with the following results: Cllr Erin Aston received 6 votes. Cllr Emma Holding received 1 vote. It was RESOLVED that Cllr Erin Aston be appointed as Vice Chair for 2026-2027. Cllr Corrine Chikandamina PROPOSED Cllr Erin Aston for the position of Vice-Chair. Cllr Mike Povall SECONDED All Members IN FAVOUR .
2026/005	DECLARATION OF ACCEPTANCE OF OFFICE AS VICE CHAIR TO THE PARISH COUNCIL Cllr Aston and the Clerk signed the Declaration of Office.
2026/006	APOLOGIES Cllr Emma Holding – Wellington Town Council Annual Meeting
2026/007	DECLARATIONS OF INTEREST Noted on the attendance register and can be raised during the meeting.
2026/008	PUBLIC SESSION

	The resident was concerned about the lack of Police presence in Overdale, stating anti-social behaviour (ASB) had increased and more patrols were needed. PC Green explained the work undertaken over recent months to address the issue, including identifying those responsible, issuing letters and speaking to residents at the mobile surgeries. Further actions such as the involvement of the youth offender team and dispersal orders may also be considered in the future. The team visited Overdale during every shift and would continue to do so when possible. CCTV would help but residents are still encouraged to report incidents, which could also be done anonymously. The resident queried where the SNT surgeries were advertised as he had not seen them. PSCO Mulhall referred to the Neighbour Matters scheme, which provides both alerts and information. Details were also published on the LOPC Facebook page.
2026/009	APPOINTMENT OF PERSONNEL COMMITTEE Cllrs Aston, Hannington, Luke Lewis and Povall volunteered to reside on the committee for 2026-2076, with Cllr Cathy Salter as a substitute. Cllr Chikandamina PROPOSED the new Personnel Committee Cllr Aston SECONDED. All Members IN FAVOUR.
2026/010	APPOINTMENT OF REPRESENTATIVES A) Shropshire Association of Local Councils Area Committee (currently the Chair) Cllr Boylan B) Telford & Wrekin Council (TWC) Town & Parish Council Forum (currently the Clerk) The Clerk C) Lawley Village Management Committee Awaiting confirmation from BVT. Per the Terms of Reference, the Chair would attend but had to be an elected Lawley Cllr. Cllr Aston volunteered. D) Snow Warden Coordinator Cllr Salter Cllr Lewis PROPOSED to approve the appointment of all representatives. Cllr Slater SECONDED. All Members IN FAVOUR.
2026/011	ANNUAL REVIEW OF COUNCIL POLICIES, REGULATIONS, RISK ASSESSMENTS AND ASSET REGISTER A) Standing Orders (APPENDIX A) Had been checked against the national policy and no amendments were required. B) Financial Regulations (APPENDIX B) Had been checked against the national policy and no amendments were required. C) Councillor Code of Conduct, Civility and Respect (APPENDIX C) Had been checked against the national policy and no amendments were required. D) Risk Assessment & Risk Management (APPENDIX D) The Clerk referred to the highlighted amendments, which provided more detail to allow for more clarity and transparency, and following purchases during 2025-2026. Cllr Lewis asked if the War Memorial has insurance, which it did. E) Asset Register (APPENDIX E) The register had been updated to include new purchases. Cllr Hannington PROPOSED to approve the documents. Cllr Povall SECONDED. All Members IN FAVOUR.
2026/012	MEETINGS CALENDAR FOR 2026-2027 (APPENDIX F) Cllr Povall PROPOSED to approve the schedule of meetings and for its publication. Cllr Aston SECONDED. All Members IN FAVOUR.

2026/013	CHAIRMAN'S ANNUAL REPORT AND MEETINGS CALENDAR (APPENDIX G) Cllr Hannington praised all the work Cllr Boylan had undertaken over the last year. Cllr Povall PROPOSED to approve and publish the report. Cllr Hannington SECONDED. All Members IN FAVOUR
2026/014	DISCLOSABLE PECUNIARY INTERESTS The Clerk had previously shared the form prior to the meeting and requested any outstanding forms be returned to her so she could forward to TWC.
2026/015	SAFER NEIGHBOURHOOD TEAM (SNT) UPDATE PC Green and PCSO Mulhall provided a verbal update: • Surgeries held in various locations • Officers have been working with/visiting local schools to talk to the children regarding ASB, including discussions with parents • Speed surveys undertaken along West Centre Way, Lawley, Garfield Way, Overdale, Mossey Green Way, Old Park and Concord in Dawley Bank, with further locations planned • New speed devices capture driver's faces and the registration number • Officers were first on scene following the tanker fire on The Rock Road, ensuring drivers and residents kept away/remained safe, working with other officers and the Fire Service. They alerted Newdale Primary to evacuate and returned to the school last week to reassure the pupils that they did a great job • Local businesses and schools, such as Morrisons, The Grazing Cow, Anytime Fitness and Lawley Academy, demonstrated true community spirit during the incident, which was much appreciated The Chair thanked the SNT for all their work and support, especially with the fire. The Clerk added as the SNT spend so much time in the local area their first instinct was the school, and others would not have known its close location. It showed the importance of local police teams, and that it is very fortunate to have that level of valuable knowledge within the parish area. PC Green and PCSO Mulhall departed the meeting at 6:55pm.
2026/016	MINUTES The minutes from the: Full Council Meeting held on TUESDAY 10TH MARCH 2026 (APPENDIX H) It was RESOLVED that the minutes be signed and ADOPTED as a true record. This was PROPOSED by Cllr Luke Lewis and SECONDED by Cllr Zona Hannington. All Members IN FAVOUR.
2026/017	FINANCE A) BANK RECONCILIATIONS FOR MARCH 2026 The end of year process was underway and the reconciliations for April 2026 would be brought to the next meeting. Cllrs received, checked and signed the reconciliations. Cllr Corrine Chikandamina PROPOSED to approve the reconciliations. Cllr Povall SECONDED. All Members IN FAVOUR. B) LIST OF EXPENDITURE FOR MARCH 2026 (APPENDIX I) The expenditure list for April 2026 would be brought to the next meeting. Cllr Hannington PROPOSED the expenditure be authorised. Cllr Lewis SECONDED. All Members IN FAVOUR.

C)

BANKING ARRANGEMENTS

Cllrs were asked to review and confirm the bank and online payment signatories:

- Unity Trust
Online approvers – Cllrs Boylan, Holding, Lewis, Povall and Salter
- Insignis Solutions – Cllrs Lewis and Salter

All payments to remain subject to checking and authorisations by two Cllrs before online approval by a further two Cllrs.

The Clerk recommended to keep the same online approvers for Unity and to appoint a further two approvers for Insignis Solutions.

Cllr Aston **PROPOSED** to retain the current online approvers for Unity Trust and for Cllr Boylan and Cllr Chikandamina to be added to the Insignis Solutions account.

Cllr Povall **SECONDED**.

All Members **IN FAVOUR**.

D)

GRANT APPLICATIONS (APPENDIX J)

- **Cuan Wildlife Rescue**

Request of £671.94 for a strimmer and battery charger for environmental enhancements at the centre. Circa 6,500 animals were helped last year, 54 from the parish area. Awarded £775 (2025/2026) towards an events gazebo.

Cllr Hannington referred to the important work the charity and volunteers undertake, and Cllr Salter agreed stating the positive impact within the area.

Cllr Hannington **PROPOSED** to approve grant funding of £671.94.

Cllr Chikandamina **SECONDED**.

All Members **IN FAVOUR**.

- **Project Linus**

Cllr Aston declared an interest and did not take part in the discussion.

Application for £1,000 to purchase materials carried forward from 2025/2026 following Cllrs request for clarification of funding and donations.

The charity receives donations of materials which are sometimes unsuitable to make the blankets therefore alternative materials have to be bought. The fund referred to in the original application was to allow for such purchases, which are then distributed to the volunteers.

Cllr Chikandamina **PROPOSED** to approve grant funding of £1,000.

Cllr Lewis **SECONDED**.

Cllr Aston **ABSTAINED**.

Cllrs Boylan, Hannington, Povall and Salter **IN FAVOUR**.

CCTV – Overdale

E)

The Clerk referred to the update from the SNT and the various meetings between partner agencies including the Anti-Social Behaviour (ASB) team and Safer Stronger Team at Telford & Wrekin Council.

A CCTV camera and column was recommended outside the shop. The total cost was £9,414, with a contribution from the Safer Stronger Team of £500 for the column. In addition, Cllr's Aston, Boylan, Hannington and Lewis were willing to use £500 each from their Cllr Pride Funding (subject to approval).

The Clerk recommended using £3,914 from the reserve fund for Overdale, along with £3,000 from the partnership working budget for 2026-2027.

Cllr Boylan explained the proposed unit would provide a 365-degree vision and could monitor surrounding areas.

	Cllr Lewis queried if the unit would be property of the Parish Council and whether it could be moved elsewhere if needed in the future. He was advised that it would be a Council asset and movement would be possible. Cllr Lewis PROPOSED to allocate £3,914 from the reserve fund for Overdale and £3,000 from the partnership working budget for 2026-2027. Cllr Hannington SECONDED. All Members IN FAVOUR. CRUCIAL CREW 2026-2027 An annual multi-agency initiative for year 6 students to learn a variety of life skills. Previously the Council had contributed £300 (£100 for each school within the area) and both staff and Cllrs had attended the sessions. Cllr Povall attended last year and recommended supporting again. Cllr Povall PROPOSED a contribution of £300 towards Crucial Crew 2026-2027. Cllr Chikandamina SECONDED. All Members IN FAVOUR. DESIGN AND CONSTRUCTION – NEW COMMUNITY CENTRE Several tenders had been received by the project build team (biT) and the Clerk read out the statement from Mark Young, Quantity Surveyor/Project Manager, which recommended that Read Construction be appointed to undertake Stage 1 (RIBA stage 4 detailed design only) for the sum of £98,830.22. The Clerk recommended that Cllrs consider the working group and Cllrs Chikandamina, Hannington, Lewis and Povall volunteered, with Cllr Boylan as a substitute. Cllr Lewis PROPOSED to approve the appointment of Read Construction and the members of the working group. Cllr Chikandamina SECONDED. All Members IN FAVOUR. LEGAL PROVISIONS – NEW COMMUNITY CENTRE The Clerk had approached several solicitors to obtaining a quote for assistance with the legal papers of the new centre and along with the Chair had attended a preliminary meeting with MFG Solicitors. The meeting has gone well, and the solicitor was both informative and helpful. Two Cllrs would also be required to act as signatories for the paperwork. Cllr Hannington felt it was vitally important to obtain and use the services of legal experts. Cllr Povall PROPOSED to approve the appointment of MFG Solicitors and for Cllrs Boylan and Chikandamina to act as signatories on behalf of the Council. Cllr Hannington SECONDED. All Members IN FAVOUR.
2026/018	GENERAL POWER OF COMPETENCE (GPC) Members NOTED that Lawley & Overdale Parish Council met the criteria for the GPC and that: • it had two-thirds of the total number of elected Councillors • it had a qualified Clerk who holds the recognised sector-specific qualification
2026/019	COUNCILLOR UPDATES Cllr Luke Lewis Referred to the recent ASB along Bartholomew Road. He also asked if his Cllr Pride Funding could be used to purchase a grit bin for Killgalon Road. The Clerk advised that the paperwork had been submitted following his original request.

	Cllr Zona Hannington Attended the SNT surgery by Princes End Park and the community litter-pick, which was well supported by residents. A resident on Maxfield Crescent was concerned about dangerous overhanging branches falling into their garden. The tree was situated on private land which was proving problematic. Walkaround Smallhill, whilst not within LOPC yet was part of the Lawley borough ward, and there appeared to be no grit bins. Consideration requested to include this area on the list submitted to TWC once transferred. Cllr Corrine Chikandamina Nothing to report. Cllr Erin Aston Contact from a resident following a refusal of a school admission. Details forwarded to the relevant Cabinet Member. Noticed several fly tips on a ward walk. Cllr Mike Povall Visted the area next to Lidl in The Rock with Cllr Boylan, Parish staff and TWC Officers to discuss environmental enhancements such as coppicing, to be undertaken once bird nesting session had finished. Attended a site visit with TWC Officers to the pool at Old Park and the meadow behind to discuss what improvements could be undertaken. Had previously enrolled to become a Street Champion and had yet to receive the kit and equipment but still took part in the Parish's community litter-picks. Cllr Cathy Salter Nothing to report. Cllr Mark Boylan Continue working with Wrekin Housing Group on the proposed nature reserve. Contact from several residents regarding ASB in Overdale and has been working with the SNT and other agencies/partners to address. Two large fly-tips were discovered along Colliers Way and contained personal details, which have been forwarded to the Enforcement Team at TWC. They have been in contact with the landowner to secure the area and prevent further fly-tips. Special thanks to Bob and Dan from the community action for all their work over the last few weeks. They have been very busy working on removing the overgrowth, which had increased due to the recent weather conditions.
2026/020	COMMUNITY AFFAIRS
A)	PARISH NEWSLETTER The budget for the year is £5,100 and quotes had been received for printing and printing and distribution for 6,032 properties. Council needed to consider whether it wanted to continue with paper copies or publish the newsletter online. Cllr Lewis suggested a winter edition to include details of grit bin locations. The Clerk confirmed that previously there were both summer and winter editions. Council would need to decide what to include. Details of grit bins could be found on the TWC website. The larger the document (number of pages), the more it cost to produce. Cllr Aston PROPOSED to approve the services of Blue Market Media for the printing and distribution of the newsletters. Cllr Salter SECONDED. All Members IN FAVOUR.
B)	SHROPSHIRE FOOD FEEDING RESILIENCE AND SCHOOLS FOOD WEB (APPENDIX K) Cllr Boylan declared an interest and did not take part in the discussion.

The Clerk was asked to investigate the initiative by Cllrs Aston, Hannington and Lewis and met with a representative from the organisation, who provided a report for Council to consider. This contained various elements to assist communities to access healthy food and to be better prepared for future challenges, including classes on how to grow food, composting, cooking workshops and attendance at community events. The £10,000 proposal also included a community engagement officer for 6 months.

Lawley Primary had already undertaken some of the activities and the Food Group had also worked with the Sambrook Centre in Stirchley, Brookside Centre and Dawley allotments.

Members recognised the value the proposal and outcome could bring to the area, however, with no community space they felt the project would not be able to reach its full potential.

Cllr Hannington believed this further facilitated the need for the new community centre. Cllr Salter also referred to the lack of space and queried if the proposal could be revised and built upon for when the new facility opened next year. Cllr Lewis was keen to explore the initiative as he felt that it would be enriching for both children and older residents, especially those living in Lawley Bank Court and Telford Hall.

Members requested that a representative attend the next Council meeting to discuss further and for the Clerk to seek a revised proposal.

Cllr Chikandamina **PROPOSED** for the Clerk to seek a revised proposal and to invite a representative to the next Full Council meeting.

Cllr Povall **SECONDED**.

Cllrs Aston, Hannington, Lewis and Salter **IN FAVOUR**.

Cllr Boylan **ABSTAINED**.

C) SHROPSHIRE AND TELFORD & WREKIN LOCAL NATURE RECOVERY STRATEGY (LNRS)

Information and relevant link previously shared with Members. Some of the LNRS aligns with the objectives in the Council's Strategic Plan.

Cllr Povall was conscious of the time and further items for discussion, hence suggested he arrange an appointment with the Clerk to discuss some ideas to be shared with the other Members.

D) EVENTS UPDATE

The Clerk provided a verbal update:

- Easter activities - well attended, especially the trail in the community garden. Positive feedback from residents and suppliers/partners such as Boardroom Café and Barnardos
- Coach trip to Chester - enjoyed by residents who enquired about the next trip
- Coach trip to Blackpool – tickets went on sale yesterday with 98 already sold
- Summer events – final planning underway. Overdale, Saturday 6 June, Princes End Park, Dawley Bank, Thursday 18 June and Summer Fest, Saturday 4 July. Holiday programme includes activities such as magic, arts and crafts, brunch and boardgames, storytelling, cooking and science
- Summer pantomime confirmed
- PSA testing – 127 appointments confirmed, 127 remaining but expected to be booked over the next few weeks

Cllrs **NOTED** the report.

E) COMMUNITY ACTION TEAM – REPORT (APPENDIX L)

The annual review for 2025-2026 has been shared with Cllrs to note:

- Increase of patrols compared to 2024-2025
- Increase of penalty charge observations

	• Fly-tipping had decreased during 2025-2026 especially in hotspot areas such as Cedar Close, Princes End and Hill Fold • Dog fouling has reduced in the main by 82% across the area. However, Gresham Drive continues to be the highest reported location. Further attention required involving CCTV, enhanced signage and more targeted patrols by the Neighbourhood Enforcement Officer • Increase in abandoned vehicles during 2025-2026, details on how to report and the associated fines to be published via social media and the website Cllr Hannington PROPOSED to publish the reports on the Parish Council's website. Cllr Chikandamina SECONDED. All Members IN FAVOUR.
2026/021	CORRESPONDENCE None PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 In view of the confidential nature of the business about to transacted it is requested that the public and press should not be present.
2026/022	CONFIDENTIAL ITEMS No items
2026/023	AGENDA ITEMS FOR NEXT MEETING To be sent to the Clerk.
2026/024	DATE OF NEXT MEETING The date of the next Parish Council meeting is due to take place on TUESDAY 23RD JUNE 2026 at Dawley Baptist Church commencing at 6:00pm

Meeting closed at 8.15pm

Signed:

Date:

Chair:

**Kelvindale
Chapel Lane
Knockin Heath
Oswestry
Shropshire
SY10 8EB**

**Telephone 01691 - 682715
e-mail:- bt2008@btinternet.com**

17th June 2026

Lawley & Overdale Parish Council

Ladies and Gentlemen

I have again been appointed as your Internal Auditor and am employed by the Council to conduct such tests as are agreed and are sufficient to enable me to complete the Internal Auditor's Report contained within the Audit Commission's Annual Return Form for the appropriate financial year.

My report this year is again based on the Guide issued by the Joint Panel on Accounting Guidance (JPAG). The tests I have made are relevant to the various headings on the Annual internal audit report. I have given my rationale for the answers given on that report.

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

Appropriate books of account have been kept properly throughout the year. The Clerk & RFO uses a financial software package called Advent Edge and therefore the Income and Expenditure are maintained, up to date, regularly balanced and the reconciliation of the balances and the bank statements is agreed by the council at each meeting. The books are made up to 31st March 2026 and were audited by me in the period from 5th to 10th June 2026.

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

The council's financial regulations have been met. I checked a sample of the Income received and also the invoices paid. I tested a sample of the payment transactions and found them to be satisfactory. Where applicable, prior to authorisation, the invoice is checked by the Clerk. All BACS payments require two councillors to authorise the original invoice having assured themselves that the invoice is appropriate for payment and that the invoice and payment are in agreement as to payee and value. From the samples checked, this is being done. VAT on payments has been identified and recorded separately. The Standing Orders were reviewed at the May meeting of the Council, see minute 2025/010. The Financial Regulations were also reviewed at the May meeting, see minute 2025/011. The other policies operated by the Council were also reviewed where necessary, e.g. minute 2025/036.

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

The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these during the year. The Risk Assessment and Risk Management report was discussed and approved by the council at their meeting in May 2025, see minute 2025/020. An Internal Financial Risk Assessment and a Health and Safety Evaluation were undertaken in November 2025 see minute 2025/069 (b). The existing Insurance cover was reviewed under minute 2025/052.(c) The council took possession of a number of new assets during the year which have been added to the existing insurance policy. The clerk has continued to ensure that the present policy is up to date and covers the needs of the council.

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

A budget was drawn up by the Clerk and was discussed and approved by the Council at their meeting in January 2026. It was discussed and approved in open session and a copy thereof attached to the ordinary minutes. The net expenditure budget which was approved and adopted totalled £562911. The Precept for 2026-27 was £562911. The Council has a Reserves policy, and the reserves of the Council are adequate. The Reserves report was discussed at the January 2026 meeting of the Council under minute 2025/084.(e).

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

All income has been received, is properly recorded and promptly banked where applicable. The recorded precept agrees to the Council Tax authority's notification. The council does not deal in cash or near cash items. VAT has been properly accounted for and has been claimed up to 31 March 2026 and a policy is in place to ensure that the refund is received.

F. The Council does not deal in Petty Cash.

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.

The existing staff have Contracts of Employment, which are based on the NALC model. Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied and payments to HMRC are up to date. The long standing problem from the past with PAYE and Pension payment deductions has now been resolved, and the matter was dealt with confidentially at the March 2026 meeting of the Council when the matter was discussed and a solution achieved.

H. Asset and investment registers were complete and accurate and properly maintained.

The council has an Asset register which is complete and accurate and properly maintained. The present clerk reviewed the register and she brought the updated register to the full council for approval and adoption in January 2024. See minute 2024/071 (f). At the May 2025 meeting of the Council the Clerk advised the Councillors that the recent Community Action Team equipment had been added to the register (see minute 2025/018.c), and the Clerk also ensures that the Asset Register is kept up to date. The council does not have an investment register as it has no investments.

I. Periodic bank account reconciliations were properly carried out during the year.

Monthly Bank Account reconciliations are properly carried out during the year and are brought to the full council for review and approval. I have been supplied with the Bank Account Reconciled Statements for the full year for all three accounts, which makes the task of reconciliation much easier.

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.

Accounting statements prepared during the year were prepared on the correct accounting basis, (Receipts and Payments). These are agreed within the software package to the bank statements and supported by an adequate audit trail. At the year-end there are no unexplained balancing entries in any of the reconciliations, The year-end accounts have been prepared on the correct accounting basis (Receipts and Payments) and the value of investments held is not applicable. At the year end, there are original bank statements for all accounts.

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").

The authority did not certify itself as exempt from a limited assurance review in 2023/24, so this matter was "not covered".

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.

The authority has published the required information on its website.

- 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*).**

This exercise was correctly provided for.

- N. The authority has complied with the publication requirements for 2024/25 AGAR. (see AGAR Page 1 Guidance Notes).**

The authority has complied with the requirements.

- O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.**

The authority is complying with the laws, regulations & proper practices and they have an IT policy which ensures that all practices mentioned in assertion 10 are covered.

- P. (For local councils only).**

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

Not applicable.

Conclusion.

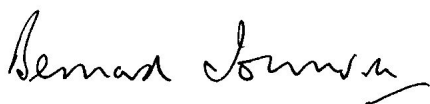
I have marked all the categories on the internal audit form as conforming to the required standard on the basis that under risk management there is little or no risk attached to the council from any of the comments I have made.

From my internal audit testing there is no evidence of any irregularities, and I would like to thank the Clerk for the excellent way in which the accounts and other audit material have been provided to me.

The points I have commented upon in my report come from the internal control testing appendix and should provide the basis on which the council's own internal controls are set

I would like to place on record my grateful thanks to the Clerk/ RFO for the assistance and support she has given to me whilst carrying out this audit. I am aware of all the work that she, the whole staff, and indeed you, as councillors undertake to ensure the best possible service is given to the residents of your parish.

Yours faithfully



Bernard Townson
Internal Auditor
17th June 2026

Annual Internal Audit Report 2025/26

LANLEY AND OVERDALE PARISH COUNCIL

ENTER FULLY QUALIFIED WEBSITE/WEBPAGE ADDRESS
lawleyoverdale-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.

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.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	NOT	APPLICABLE	
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")			✓
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).	✓		
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.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

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

Name of person who carried out the internal audit

16/06/2026

DD/MM/YYYY

B. G. A. TOWNSEND

Signature of person who
carried out the internal audit

B. B. A. Johnson

Date _____

17/06/2024

*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).**

Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2026
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2026 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2025/26

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

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.

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.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. 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. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. 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 <i>(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)</i> .			
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.			
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

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

Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

***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).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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	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.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***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

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward			<i>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.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>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.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>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.</i>
9. Total fixed assets plus long term investments and assets			<i>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.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?			<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

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.

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Lawley & Overdale Parish Council

Expenditure transactions - payments approval list Start of year 01/04/26

EXPENDITURE MAY 2026

No	Payment Reference	Gross	To pay Heading	Invoice date	Invoice no.	Details	Payment Reference Total
629	BACS2604 22SBMOBILE	£12.00	£12.00 30100/4	18/05/26	4698182	TELFORD & WREKIN COUNCIL - SB GPC PERIOD 27.03.26 TO 27.04.26. 2 X OFFICE MOBILE TOP U.	£12.00
630	BACS2604 22MWMOBILE	£12.00	£12.00 30100/4	18/05/26	4698181	TELFORD & WREKIN COUNCIL - MW GPC PERDIO 27.03.26 TO 27.04.26. 2 X OFFICE MOBILE TOP UP	£12.00
631	DDR26051 5BT	£474.71	£474.71 30100/4	18/05/26	Q052 YR	BT BUSINESS - OFFICE BROADBAND & TELEPHONES PERIOD 01.02.26 TO 31.07.26	£474.71
632	BACS2625 22HYK30	£15.00	£15.00 30100/6	18/05/26	HYK33830	HYKLEEN - EXTERNAL WINDOW CLEAN ON 14.05.26	£15.00
633	BACS2605 22HYK702	£15.00	£15.00 30100/5	18/05/26	HYK33702	HYKLEEN - EXTERNAL WINDOW CLEAN ON 30.04.26	£15.00
634	BACS2605 22SPARKU NIT2	£60.00	£60.00 30100/7	18/05/26		SPARKLES - CLEANING/CARETAKING CONTRACT MAY 2026	£60.00
635	DDR26050 5WATERU NIT2	£25.09	£25.09 30100/3	18/05/26	INV-12250945	WATERPLUS - WATER SUPPLY PERIOD 12.03.26 TO 12.04.26	£25.09
636	BACS2605 22SPARKL CC	£1,410.00	£1,410.00 20100/2	18/05/26		SPARKLES - CARETAKER/CLEANING CONTRACT MAY 2026	£1,410.00

Signature

Signature

Date

Lawley & Overdale Parish Council

Expenditure transactions - payments approval list Start of year 01/04/26

EXPENDITURE MAY 2026

EXPENDITURE MAY 2026							Payment	
No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Reference Total
637	BACS2605 22TWCLCC GAS	£432.12	£432.12		18/05/26	4695899	TELFORD & WREKIN COUNCIL - GAS & ELECTRICTY SUPPLY AT LCC	£432.12
	1	£64.66	20200/2				ELECTRICTY MARCH 2026	
	2	£367.46	20200/1				GAS MARCH 2026	
638	DDR26052 9WATERL CC	£62.62	£62.62	20200/3	18/05/26	INV-12443559	WATERPLUS - WATER SUPPLY AT LCC PERIOD 07.04.26 TO 07.05.26	£62.62
645	BACS2605 22LLEWIS	£407.37	£407.37	10300/2	18/05/26		LUKE LEWIS - CLLR ALLOWANCE MAY 2026	£407.37
646	BACS2605 22EASTON	£542.97	£542.97	10300/2	18/05/26		ERIN ASTON - CLLR ALLOWANCE MAY 2026	£542.97
647	BACS2605 22MBOYLA N	£1,583.08	£1,583.08	10300/1	18/05/26		MARK BOYLAN - CHAIR ALLOWANCE MAY 2026	£1,583.08
648	BACS2605 22HANNIN GTON	£407.37	£407.37	10300/2	18/05/26		ZONA HANNINGTON - CLLR ALLOWANCE MAY 2026	£407.37
649	BACS2605 22MPOVAL L	£678.57	£678.57	10300/2	18/05/26		MICHEAL POVALL - CLLR ALLOWANCE MAY 2026	£678.57
650	BACS2605 22CSALTE R	£542.97	£542.97	10300/2	18/05/26		CATHERINE SALTER - CLLR ALLOWANCE MAY 2026	£542.97

Signature

Signature

Date

Lawley & Overdale Parish Council

Expenditure transactions - payments approval list Start of year 01/04/26

EXPENDITURE MAY 2026

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
651	BACS0523 26- 4ALLFOUN D	£600.00	£600.00	10500/6	18/05/26	QU-0005	4 ALL FOUNDATION - Youth Club Food Provision	£600.00
652	BACS0523 26JIGSAW MARQ	£2,525.58	£2,525.58	10600/1/2	18/05/26	SHR/2465	JIGSAW MARQUEES LTD - Marque hire for Summer Fest 2026	£3,379.98
653	BACS0523 26NOBRID GE	£306.06	£306.06	10600/4	18/05/26	16182	NOBRIDGE LIMITED - Grounds Maintenance by War Memorial	£306.06
654	BACS0523 26JIGSAW MARQ	£440.40	£440.40	10600/1/5	18/05/26	SHR/2469	JIGSAW MARQUEES LTD - Marquees for Remembrance event 8.11.2026	£3,379.98
655	BACS0523 26JIGSAW MARQ	£414.00	£414.00	10600/1/5	18/05/26	SHR/2470	JIGSAW MARQUEES LTD - Tables & Chairs for Over 60's Xmas meals.	£3,379.98
656	BACS0523 26LEOCIR CUS	£250.00	£250.00	10600/1/5	18/05/26	532	LEO LOCO CICRUS - Circus Skills for Princes End event 18.06.26	£250.00
657	BACS0523 26LYRECC O	£68.58	£68.58	10200/1	18/05/26	6740909965	LYRECO UK LTD - Office Equipment. Blue Tac, Toliel Cleaner, Toilet Roll, Blue Roll and A4 Printer Paper	£68.58
658	BACS0523 26ELEMEN TAR	£300.00	£300.00	10600/1/5	18/05/26	003	ELEMENTARY ENTERTAINMENT LIMITED - Strolling Science for Overdale Summer Fun 06.06.26	£300.00
659	BACS0523 26MWMEDI CS	£266.40	£266.40	10600/1/5	18/05/26	1772735	MW MEDICS - Medical Support for Overdale Summer Fun 06.06.26	£266.40

Signature

Signature

Date

Lawley & Overdale Parish Council

Expenditure transactions - payments approval list Start of year 01/04/26

EXPENDITURE MAY 2026

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
660	BACS0523 26MOBILE CLIM	£276.00	£276.00	10600/1/2	18/05/26	1330	270 ADVERTNMENT LIMITED - Mobile Climbing Wall Summer Fest. Deposit Payment	£1,104.00
661	BACS0523 26MOBILE CLIM	£828.00	£828.00	10600/1/2	18/05/26		270 ADVERTNMENT LIMITED - Mobile Climbing Wall Summer Fest. Remaining Payment	£1,104.00
662	BACS0523 26JBROAD SHOW	£380.00	£380.00	10600/1/5	18/05/26		JB ROADSHOW - JB roadshow for Overdale Summer Fun and Princes End events in June 2026.	£380.00
663	BACS0523 26PREMIE RINF	£1,396.38	£1,396.38	10600/1/5	18/05/26	6905	PREMIER INFLATE LIMITED - Inflatables hire for Overdale Summer Fun 06.06.26	£2,570.58
664	BACS0523 26PREMIE RINF	£1,174.20	£1,174.20	10600/1/5	18/05/26	6906	PREMIER INFLATE LIMITED - Inflatables hire for Princes End event 18.06.26.	£2,570.58
665	BACS0523 26T&WKET LEY	£310.50	£310.50	10200/15	18/05/26	4697999	TELFORD & WREKIN COUNCIL - Ketley Brook Payments 01.04.26 to 30.04.26	£310.50
666	BACS0523 26T&WDB SCHEC	£190.50	£190.50	10200/1	18/05/26	4697876	TELFORD & WREKIN COUNCIL - DBS Enhanced Admin Fee for Simon Bailey, Jill Holland and Carmen Harper,	£190.50
667	BACS0523 26BLUEMA RKET	£2,970.00	£2,970.00	10200/18	18/05/26	304650	Blue Market Media Limited - Printing, Distribution and Delivery of Newsletter to over 6000 residents.	£2,970.00
668	BACS0523 26RAINBO WFAC	£576.00	£576.00	10600/1/5	18/05/26	18537	RAINBOW FACES LTD - Face Painting and Glitter Tattoo for Princes End event.	£576.00

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Lawley & Overdale Parish Council

Expenditure transactions - payments approval list Start of year 01/04/26

EXPENDITURE MAY 2026

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
669	BACS0523 26BUSYBE ES	£450.00	£450.00	10600/1/2	18/05/26		BUSY BEES MASCOTS - 2 Mascots for Summer Fest event 4.07.26.	£450.00
670	DDR26052 2GOOGLE	£28.00	£28.00	10200/12	18/05/26	5557987922	GOOGLE CLOUD EMEA LIMITED - APRIL2026	£28.00
671	BACS2602 522CUANG RANT	£671.94	£671.94	10500/1	18/05/26		CUAN RESCUE - 2026-2027 GRANT FUNDING. MIN NO FC2026/017(D) REFERS	£671.94
672	BACS2605 2LINUSGR ANT	£1,000.00	£1,000.00	10500/1	18/05/26		PROJECT LINUS - 2026-2027 GRANT FUNDING. MIN NO FC2026/017(D) REFERS	£1,000.00
673	BACS2605 22TWCMA GIC	£55.00	£55.00	10600/1/5	18/05/26	4698042	TELFORD & WREKIN COUNCIL - HIRE OF CARPENTER CENTRE FOR MAGIC SHOW ON 08.04.26	£55.00
674	BACS2605 22YTTTAP RIL	£80.00	£80.00	10600/1/5	18/05/26	4698025	TELFORD & WREKIN COUNCIL - HIRE OF CENTRE FOR TTT APRIL 2026	£80.00
675	BACS2605 22TWCKAT Y	£70.00	£70.00	10600/1/5	18/05/26	4698044	TELFORD & WREKIN COUNCIL - HIRE OF CENTRE FOR KATY KITCHEN ON 10.04.26	£70.00
676	BACS2605 22TTTMAR CH	£80.00	£80.00	10600/1/5	18/05/26	4698024	TELFORD & WREKIN COUNCIL - HIRE OF CENTRE FOR TTT MARCH 2026	£80.00

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Lawley & Overdale Parish Council

Expenditure transactions - payments approval list Start of year 01/04/26

EXPENDITURE MAY 2026

No	Payment Reference	Gross	To pay Heading	Invoice date	Invoice no.	Details	Payment Reference Total
677	BACS2605 22SBGPCA PRIL	£744.76	£744.76	18/05/26	4698182	TELFORD & WREKIN COUNCIL - SB GPC PERIOD 27.03.26 TO 27.04.26	£744.76
1		£7.95	10600/1/5			AMAZON - WOODEN PENCILS FOR EASTER TRAIL	
2		£18.49	10600/1/5			AMAZON - WOODEN STAKES FOR EVENTS	
3		£19.99	10600/1/5			AMAZON - CRAFT ORGANISER FOR TTT	
4		£17.40	10600/1/5			MORRISONS - EASTER SWEETS FOR TRAIL	
5		£21.00	10600/1/5			TWC - EVENTS LICENCE	
6		£420.00	10500/6			TWC - STREET TRADE LICENCE FOR SUMMER FEST	
7		£48.53	10200/12			ADOBE	
8		£8.00	10600/1/5			MORRISONS - WATER FOR COACH TRIP	
9		£21.00	10600/1/5			TWC - TENS LICENCE FOR SUMMER FEST	
10		£10.42	10200/12			ADOBE	
11		£151.98	10600/1/5			AMAZON - 2 X A1 STANDS FOR EVENTS	
678	BACS2605 22WMGPC APRIL	£83.98	£83.98	18/05/26	4698181	TELFORD & WREKIN COUNCIL - MW GPC CREDIT CARD PERIOD 27.03.26 TO 27.04.26	£83.98
1		£11.40	10600/1/5			MORRISONS - REFRESHMENTS BRUCH AND BOARDGAMES	
2		£36.29	10200/12			MICROSOFT	
3		£36.29	10200/12			SUBCRIP	

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Lawley & Overdale Parish Council

Expenditure transactions - payments approval list Start of year 01/04/26

EXPENDITURE MAY 2026

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
679	BACS2605 22JDMAGI C	£2,280.00	£2,280.00		18/05/26	20260112-02	JD MAGIC - VARIOUS	£2,280.00
1		£320.00	10600/1/5				EASTER MAGIC X 2 ON 01.04.26 & 08.04.26	
2		£350.00	10600/1/5				OVERDALE SUMMER FUN 06.06.26	
3		£260.00	10600/1/5				PRINCES END PICNIC 18.06.26	
4		£400.00	10500/6				SUMMER FEST 04.07.26	
5		£350.00	10500/6				LAWLEY XMAS 05.12.26	
6		£600.00	10600/1/5				OVER 60S XMAS DINNER ON 19.12.26 & 20.12.26	
680	BACS2605 22ULTRAC LEAN	£30.00	£30.00	20200/6	19/05/26	29033	ULTRA CLEAN - CLEANING OF EXTERNAL WINDOWS ON 30.04.26	£30.00
Sub Total		£25,527.15	£25,527.15					
Total		£25,527.15	£25,527.15					

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Lawley & Overdale Parish Council

Expenditure transactions - payments approval list Start of year 01/04/26

EXPENDITURE LIST APRIL 2026

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
579	BACS2604 23HKL962	£15.00	£15.00	30100/6	20/04/26	HYK32962	HYKLEEN - EXTERNAL WINDOW CLEAN ON 19.03.26	£15.00
580	BACS2600 423HYK216	£15.00	£15.00	30100/6	20/04/26	HYK33216	HYKLEEN - EXTERNAL WINDOW CLEAN ON 02.04.26	£15.00
581	BACS2604 23HYK451	£15.00	£15.00	30100/6	20/04/26	HYK33451	HYKLEEN - EXTERNAL WINDOW CLEAN ON 16.04.26	£15.00
582	BACS2604 02WATER UNIT2	£22.08	£22.08	30100/3	20/04/26	INV-11993472	WATERPLUS - WATER USAGE UNIT 2 PERIOD 12.02.26 TO 12.03.36	£22.08
583	BACS2604 23TWCMMW MARCH	£12.00	£12.00	30100/4	20/04/26	4692303	TELFORD & WREKIN COUNCIL - MW GPC STATEMENT PERDIO 27/02/26 TO 26/03/2026. 2 X MOBILE TOP UP	£12.00
584	BACS2604 23MWUNIT 1CC	£34.14	£34.14	20300/8	20/04/26	4692303	TELFORD & WREKIN COUNCIL - MW GPC STATEMENT PERIOD 27.02.26 TO 26.03.26. FRIDGE THERMOMETER & NEW BRUSH	£34.14
585	BACS2604 23MWGPC MARCH	£118.83	£118.83		20/04/26	4692303	TELFORD & WREKIN COUNCIL - MW GPC STATEMENT PERIOD 27.02.26 TO 26.03.26.	£118.83
1		£36.29		10200/12			MICORSOFT SUB	
2		£39.48		10600/1/5			LIITTER-PICK & BIN BAG HOLDERS - AMAZON	
3		£34.56		10200/12			IT SUBSCRIPTION	
4		£6.30		10200/1			REPLACEMENT FIRST AID KIT - AMAZON	
5		£2.20		10200/2			PARKING TELFORD TOWN CENTRE - BANKING/EVEI INTERNATIONAL CENTRE	

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Lawley & Overdale Parish Council

Expenditure transactions - payments approval list Start of year 01/04/26

EXPENDITURE LIST APRIL 2026

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
586	BACS2604 23MWFEB GPC	£665.91	£665.91		20/04/26	4690249	TELFORD & WREKIN COUNCIL - WM GPC CREDIT CARD PERIOD 27.01.26 TO 26.02.26	£665.91
1		£387.50	10500/6				EASTER EGGS FOR EVENTS - MORRISONS - CLLR F FUND	
2		£78.00	10500/6				DOG WASTER BAGS - AMAZON - CLLR PRIDE FUND	
3		£18.57	10200/1				IETMS FOR NOITICEBOARD - DOUBLE SIDED TAPE & SEALANT - AMAZON	
4		£3.50	10200/1				RECEIPT BOOK - AMAZON	
5		£64.00	10600/9/4				2 X SNOW SHOVELS - B & Q	
6		£36.29	10200/12				IT APP SUB	
7		£34.56	10200/12				MICROSOFT APP	
8		£2.20	10200/2				TELFORD TOWN CENTRE PARKING -BANK	
9		£16.30	10600/1/5				REFRESHMENTS FOR FUN RUN PRESENTATION - GRAZING COW.	
10		£24.99	10600/9/4				SPANNER SET FOR CAT - AMAZON	
587	BACS2604 23SPARKU NIT2	£60.00	£60.00	30100/7	20/04/26		SPARKLES - CLEANING CONTRACT APRIL 2026	£60.00
588	BACS2604 23SPARKL CC	£1,410.00	£1,410.00	20100/2	20/04/26		SPARKLES - CARETAKING/CLEANING APRIL 2026	£1,410.00
589	BACS2604 23JDRUNIT 2LI	£130.80	£130.80	30200/6	20/04/26	1929	JDR ELECTRICAL - EMERGENCY LIGHTING WORK UNIT 2 ON 15.01.26	£130.80

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Lawley & Overdale Parish Council

Expenditure transactions - payments approval list Start of year 01/04/26

EXPENDITURE LIST APRIL 2026

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
590	BACS2604 23ULTRAC LEAN	£30.00	£30.00	20200/6	20/04/26	28794	ULTRA CLEAN - EXTERNAL WINDOW CLEAN ON 23.03.26	£30.00
591	DDR26042 7WATERL CC	£58.59	£58.59	20200/3	20/04/26	INVI-12169465	WATERPLUS - WATER SUPPLU PERDIO 07.03.26 TO 07.04.26	£58.59
592	BACS2604 23CREATI ONST	£480.00	£480.00	10500/6	20/04/26	INV-26-020	THE CREATION STATION - EASTER ACTIVITES. P/HIP WORKING CLLR PRIDE FUND & BVT	£480.00
593	BACS2604 23ELEMEN TARY	£348.00	£348.00	10500/6	20/04/26	002	ELEMENTARY ENTERTAINMENT LIMITED - EASTER SCIENCE SHOW	£348.00
594	BACS2604 23ELENTG AMES	£249.60	£249.60	10500/6	20/04/26	001	ELEMENTARY ENTERTAINMENT LIMITED - EASTER GARDEN GAMES. P/SHIP WORKING - CLLR PRIDE FUND & BVT	£249.60
595	DDR26041 7WARMEO N	£25.48	£25.48	10600/5	20/04/26	KI-62B9F61A-0	EON NEXT - ELECTRICTY SUPPLY TO WAR MEMORIAL. PERIOD 01.03.26 TO 31.03.26	£25.48
596	BACS2604 23HEARTE LYS	£300.00	£300.00	10500/6	20/04/26		HEARTLEYS BY KATIE - EASTER COOKING SESSION. ON 10.04.26 P/SHIP WORKING - CLLR PRIDE FUND.	£300.00
597	BACS2604 23JIGPRIN CES	£729.60	£729.60	10600/1/5	20/04/26	SHR/2455	JIGSAW MARQUEES LTD - MARQUEES FOR PRINCES END PICNIC ON 18.06.26	£729.60
598	BACS2604 23TOILETS SUM	£960.00	£960.00	10600/1/5	20/04/26	480	TELFORD TOILET HIRE - TOILET HIRE FOR SUMMER FEST ON 04.07.26.	£960.00

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Lawley & Overdale Parish Council

Expenditure transactions - payments approval list Start of year 01/04/26

EXPENDITURE LIST APRIL 2026

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
599	BACS2604 23TOILETR UN	£216.00	£216.00	10600/1/5	20/04/26	481	TELFORD TOILET HIRE - TOILET HIRE FOR LAWLEY 5K FUN RUN.	£216.00
600	BACS2604 23NORTHL BC	£120.00	£120.00	10500/6	20/04/26	10453	NORTHEAST PRODUCERS LTD - MUSICAL LAWLEY BANK COURT. CLLR PRIDE FUND	£120.00
601	DDR26042 3PENINSU LA	£121.57	£121.57	10200/12	20/04/26	U005604633	PENINSULA - HR CONTRACT	£121.57
602	BACS2604 23SALSFE ES	£3,040.42	£3,040.42	10200/12	20/04/26	3102	SALC - 2026-2027 ALC AFFILIATION FEES	£3,040.42
603	BACS2604 23TAXASSI ST	£36.00	£36.00	10000/9	20/04/26	21654	TAX ASSIST - PAYROLL SERVICE	£36.00
604	BACS2604 23MENSSH ED	£80.00	£80.00	10500/6	20/04/26	INV02-26	MEN'S SHED TELFORD - BUG, BIRD, BAT & OWL BOXES. CLLR PRIDE FUND	£80.00
605	BACS2604 26TOILETP RIN	£216.00	£216.00	10600/1/5	20/04/26	482	TELFORD TOILET HIRE - TOILET HIRE PRINCES END PARK ON 18.06.26	£216.00
606	BACS2604 23TWCCC TV	£1,980.00	£1,980.00	10600/4	20/04/26	4692335	TELFORD & WREKIN COUNCIL - EXTENSION COLUMN FOR CCTV UNIT MONASTRY CLOSE JULY 2025	£1,980.00
607	BACS2604 23KETLEY MARC	£468.00	£468.00	10200/15	20/04/26	4694379	TELFORD & WREKIN COUNCIL - KETLEY BROOK ELECTRICTY PAYMENTS PERIOD 01.03.26 TO 31.03.26	£468.00
Signature			Signature					
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Lawley & Overdale Parish Council

Expenditure transactions - payments approval list Start of year 01/04/26

EXPENDITURE LIST APRIL 2026

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
608	BACS2604 23LYRECO	£262.03	£262.03		20/04/26	6740907369	LYRECO UK LTD -	£262.03
	1	£62.17	10200/3				HOSPITALITY - TEA, COFFEE, SUGAR	
	2	£199.86	10200/1				OFFICE EXPENSES - REMOVAL CONFID WASTE/BAC CLEANING PRODUCTS, TOILET ROLL, STATIONARY	
609	BACS2604 23SBMARC H	£608.16	£608.16		20/04/26	4692304	TELFORD & WREKIN COUNCIL - SB GPC CREDIT CARD PERIOD 27.02.26 TO 26.03.26	£608.16
	1	£48.00	10200/12				STAFF DBS CHECK - DBS CHECK ONLINE	
	2	£10.42	10200/12				ADOBE SUBSCRIPTION	
	3	£21.00	10600/1/5				TENS LICENCE FOR OVERDALE SUMMER EVENT ON 06.06.26	
	4	£21.00	10600/1/5				TENS LICENCE FOR PRINCES END PICNIC ON 17.06.	
	5	£38.99	10600/1/5				EASTER HAMPER PRIZE - CADBURY GIFTS DIRECT	
	6	£48.40	10600/1/5				MIN EGGS AND GLAS JAR FOR EASTER EVENT - AM	
	7	£48.53	10200/12				ADOBE MONTHLY SUB X 2 STAFF	
	8	£216.00	10500/6				REFUSE BINS FOR SUMMER FEST - CARTWRIGHT	
	9	£15.99	10600/9/4				GARDEN STAKES FOR CAT - AMAZON	
	10	£100.85	10600/1/5				6 X VINYL BANNERS FOR EVENTS - VINYL BANNERS PRINTING	
	11	£16.99	10500/6				EGG AND SPOON FOR EASTER EVENTS - AMAZON	
	12	£4.00	10600/1/5				BOTTLED WATER FOR EVENTS - MORRISONS	
	13	£17.99	10600/1/5				CHOCOLATE EGGS FOR EASTER TRAIL - AMAZON	

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Lawley & Overdale Parish Council

Expenditure transactions - payments approval list Start of year 01/04/26

EXPENDITURE LIST APRIL 2026

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
610	BACS2604 23SBGPC MARCH	£12.00	£12.00	30100/4	20/04/26	4692304	TELFORD & WREKIN COUNCIL - SB GPC CREDIT CARD PERDIO 27.02.26 TO 26.03.26. 2 X OFFICE MOBILE TOP UP - GIFF GAFF	£12.00
611	BACS2604 23TRADGA MEOV	£795.00	£795.00	10600/1/5	20/04/26	TGH2600049	TRADITIONAL GAME HIRE COMPANY - ACTIVITIES FOR OVERDALE SUMMER EVENT ON 06.06.26	£795.00
612	BACS2604 23YOUTH OWL	£200.00	£200.00	10600/1/5	20/04/26	INV-01006	4 ALL FOUNDATION - BOWLING TRIP ON 17.04.26 FOR YOUTH GROUP	£200.00
613	BACS2604 23PRINCE AXE	£100.00	£100.00	10600/1/5	20/04/26	INV-00961	4 ALL FOUNDATION - ACTIVITIES PRINCES END PARK ON 18.06.26	£100.00
614	BACS2604 23RAINBO WOVE	£792.00	£792.00	10600/1/5	20/04/26	18535	RAINBOW FACES LTD - FACE PAINTERS FOR OVERDALE SUMMER EVENT ON 06.06.26	£792.00
615	BACS2604 23YOUTH MARCH	£360.00	£360.00	10500/6	20/04/26	INV-00973	4 ALL FOUNDATION - YOUTH GROUP MARCH 2026	£360.00
616	BACS2604 23MIKEDE EGAN	£1,890.00	£1,890.00	10200/20	20/04/26	2026/LAWLEY	MIKE DEEGAN - SUPPORT WITH COOMUNITY FUNF APPLICATION - FIRST PHASE OF REACHING COMMUNITIES GRANT.	£1,890.00
617	BACS2604 23RATESL CC	£2,234.40	£2,234.40	20000/1	20/04/26	8018625X	TELFORD & WREKIN COUNCIL - NATIONAL NON-DOMESTIC RATES 2026-2027 LCC	£2,234.40
618	BACS2604 23RATESU NIT2	£5,029.92	£5,029.92	30000/1	20/04/26	80352845	TELFORD & WREKIN COUNCIL - NATIONAL NON-DOMESTIC RATES 2026-2027 UNIT 2	£5,029.92

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Lawley & Overdale Parish Council

Expenditure transactions - payments approval list Start of year 01/04/26

EXPENDITURE LIST APRIL 2026

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
619	BACS2604 26SBGPCF EB	£63.35	£63.35		20/04/26	4690250	TELFORD & WREKIN COUNCIL - SB GPC CREDIT CARD PERIOD 27.01.26 TO 26.02.26	£63.35
2		£10.42	10200/12				ADOBE SB MONTHLY	
3		£4.40	10200/2				2 X PARKING CHARGE FOR STATION QUARTER VISI	
4		£48.53	10200/12				ADOBE SUB 2 X STAFF	
620	BACS2604 23DBCHIR E	£25.00	£25.00	10200/19	21/04/26	L00121	DAWLEY BAPTIST CHURCH - ROOM HIRE FOR FULL COUNCIL ON 10.03.26	£25.00
621	BACS2604 23OPENSP ACE	£45.00	£45.00	10200/12	21/04/26	66480	OPEN SPACES SOCIETY - ANNUA LSUBSCRIPTION	£45.00
622	BACS2604 23TRADSU MMER	£1,395.00	£1,395.00	10600/1/5	21/04/26		TRADITIONAL GAME HIRE COMPANY - ACTIVITY HIRE FOR SUMMER FEST ON 04.07.26	£1,395.00
623	BACS2604 23TWCCC TVOVE	£7,055.00	£7,055.00	10500/6	21/04/26	4694496	TELFORD & WREKIN COUNCIL - CCTV UNIT & COLUMN OVERDALE. P/SHIP WORKING, SAFER STRONGER AT TWC, PRIDE FUNDING AND MATCH FUNDING.	£7,055.00
Sub Total		£32,824.88	£32,824.88					
Total		£32,824.88	£32,824.88					

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1. Introduction

Lawley & Overdale Parish Council, the Council, recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications. This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, Clerk, volunteers, and contractors.

This policy applies to all individuals who use Dunchurch Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.

2. Acceptable use of IT resources and email

The Council's IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

3. Device and software usage

Where possible, authorised devices, software, and applications will be provided by the Council for work-related tasks. Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

4. Data management and security

All sensitive and confidential Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

5. Network and internet usage

The Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

6. Email communication

Email accounts provided by Dunchurch Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted. Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

7. Password and account security

Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

8. Mobile devices and remote work

Mobile devices provided by the Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

9. Email monitoring

The Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

10. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

11. Reporting security incidents

All suspected security breaches or incidents, including those that are email related should be reported immediately to the Clerk for investigation and resolution.

12. Training and awareness

The Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and Councillors will receive regular training on email security and best practices.

13. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

14. IT related enquiries or assistance

Clerk and Councillors are responsible for the safety and security of the Council's IT and email systems. By adhering to this IT and Email Policy, the Council aims to create a secure and efficient IT environment that supports its mission and goals.

15. Policy review

This policy will be reviewed every two years (or sooner should legislation dictate) to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

DRAFT

Date of policy: 23.05.26
Approving committee: Full Council
Date of committee meeting: 23.06.26
Adoption Date: 23.06.26
Review Date: 23.06.28
Version: 1.



This Accessibility Statement applies to the Lawley and Overdale Parish Council, “the Councils”, website, on the <https://lawleyoverdale-pc.gov.uk/> domain.

This website is run by Lawley and Overdale Parish Council who are committed to making it accessible and want as many people as possible to be able to use it.

The Council aim for the text to be clear and simple to understand. Users should be able to:

- Zoom in up to 300% without the text spilling off the screen
- Navigate most of the website using a screen reader
- Navigate most of the website using a keyboard

The Council has also made the website text as simple as possible to understand. AbilityNet has advice on making your device easier to use if you have a disability: <https://mcmw.abilitynet.org.uk>

Things that work well

The Council has made efforts to ensure the website is as accessible as it can including;

- Alternative text has been supplied with all non-decorative images uploaded since November 2019, or images that have been marked as “decorative” where appropriate
- The website design is responsive, enabling users to zoom, with reflow up to 300% without the text spilling off the screens
- The website has a “skip to content” tab function
- Content has a contrast ratio of 15.36:1, and is viewable when the contrast is reversed
- The website can be navigated with a keyboard and using a screen reader
- Content added since April 2020, links are distinct from each other, and their purpose can be identified from the text
- Headings are structured logically
- Articles published since April 2020 strive to use simple language and avoid jargon
- All non-live video content since February 2021 now has closed captioning and/or a transcript
- The Full council meeting minutes template, used since July 2021, adheres to accessibility standards

How accessible is this website

Based on our most recent review (1st June 2026), the Council considers this website to be generally accessible but is aware that some parts are not fully accessible. These include:

- Some images uploaded before November 2019 that do not have text alternatives (“alt-text”)
- Some older PDF documents are not fully accessible to screen reader software

- The purpose of the links on some pages created before April 2020 cannot be determined from the link text alone
- Any third-party content not created by the Council may not meet accessibility standards

The Council continues to work to improve accessibility and is not currently aware of any significant outstanding accessibility issues beyond those listed in this statement. Based on internal testing, the Council believes the website substantially meets WCAG 2.2 AA standards, subject to the issues identified in this statement.

What to do if you cannot access parts of this website

If you need information from this website in a different format, such as accessible PDF, large print, easy read, audio recording or braille, please contact the Clerk on:

Email: clerk@lawleyoverdale.org.uk

Telephone: 01952 507865

The Council will consider your request and aim to respond within 7 working days.

If you cannot view the map on our 'Contact Us' page, please get in touch using the contact details above.

Reporting accessibility problems with this website

The Council is always looking to improve the accessibility of this website. If you find any problems not listed on this page or think we're not meeting accessibility requirements, please contact the Clerk on the details above.

Enforcement Procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. If you are not happy with how we respond to your complaint, you can contact the Equality Advisory and Support Service (EASS): <https://www.equalityadvisoryservice.com/>

Technical information about this website's accessibility

The Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. This website is designed to meet the **WCAG 2.2 AA** standard. Any remaining issues relate to older documents or elements outside our direct control.

Content that is not fully accessible

Some content is not fully accessible such as PDFs and Word documents published before 23 September 2018 may not meet accessibility standards (e.g., not structured for screen readers) and some third-party content may not fully comply with WCAG 2.2 AA standards.

The Council is not required to fix PDFs or documents published before this date unless they are essential to providing a service.

All new documents published after June 2026 will aim to meet accessibility standards.

How we tested this website

This website was last tested on 1 June 2026 by the Council using a combination of manual checks and online tools.

Government accessibility statements normally specify:

- which pages were tested
- what tools were used
- whether testing was internal or external

A representative sample of pages was tested using keyboard navigation, screen reader testing and automated accessibility checking tools.

What we are doing to improve accessibility

The Council reviews accessibility periodically and will update this statement accordingly. All new content added to the site will be checked for accessibility.

This statement was prepared on 1st June 2026.

This statement was reviewed and approved by Lawley and Overdale Parish Council on 23rd June 2026.

Next review May 2027.



Model Publication Scheme

1. Introduction

The requirements of the Freedom of Information Act 2000 require Lawley & Overdale Parish Council, the Council, to adopt and maintain a publication scheme. Paragraph 7, Part II of Schedule 1 of the Freedom of Information Act defined a "local council" within the meaning of the Local Government Act 1972 as a public authority.

It may be adopted without modification by any public authority without further approval and will be valid until further notice.

2. What is a Publication Scheme

Under the Act, every public authority is required to adopt and maintain a Publication Scheme. This scheme provides the public with a structured listing of any information released, with authorities undertaking a commitment to make it available to all. The scheme must set out how the Parish Council intends to charge for providing the information. In this scheme, the term "publication" refers to documents available in a variety of formats.

The Information Commissioner's Office (ICO) has developed and approved a Model Publication Scheme (MPS) that became operational on 1st January 2009. This MPS commits the Council to publish the method by which specified information held by the Council will be made available.

3. Model Scheme

The Council's publication scheme defines information that it holds, and which is accessible to members of the public. The Council strives to be as open as possible with local government information and the work it does. The Council wishes to introduce greater openness and to continue to seek ways to make even more information available to the public.

4. What charges are there?

Where a member of the public is seeking to obtain a copy of information included in the Council's publication scheme, the Council may set reasonable charges for this. Costs are available on application by post to the Clerk and may include photocopying costs, postage (where incurred) and staff time.

5. Confidentiality Notice

The Council's policy is to be as open as possible and to supply the information requested, but the Council may withhold any information if it considers its release not to be in the public interest and could cause significant harm. Any sensitive and confidential information is exempt from public dissemination.

6. Requests for Information

Requests for information should be made to:

Clerk to the Council: Jill Holland

Office: Leonard Smith House, Unit 2 West Centre Way, Lawley, Telford, TF3 5HT

Telephone: 01952 567280

Email: clerk@lawleyoverdale.org.uk

The request must include details of the applicant's address in the Parish and the information sought.

The Council will respond within 20 days of the request. If a fee is required, the Council can extend this period up to 3 months until the fee is paid.

7. Information available from Lawley & Overdale Parish Council under the Model Publication Scheme

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Class 1 – Who we are and what we do Organisational information, structures, locations and contacts. Current information only		
List of Council Members and their responsibilities and list of Council Committees Details of any representatives on local public bodies	Hard copy, email and website	Free
Postal and email address Contact details for Parish Clerk and Council Members Where possible, provide named contacts, including contact telephone numbers and email addresses	Hard copy, email and website	Free
Location of Council office and accessibility details	Hard copy, email and website	Free
Staffing structure	Hard copy, email and website	Free
Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, contracts and financial audit Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Hard copy, email and website	Free
Finalised budget	Hard copy and email	Free
Precept	Hard copy and email	Free
Borrowing Approval letter		Free
All items of expenditure above £500	Hard copy, email and website	Free
Financial Standing Orders and Regulations	Hard copy, email and website	Free
Grants given and received	Hard copy, email and website	Free

List of current contracts awarded and value of contract	Hard copy, email and website	Free
Members allowance and expenses	Hard copy, email and website	Free
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators audits, inspections and reviews Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Hard copy, email and website	Free
Parish Strategic Plan	Hard copy, email and website	Free
Annual Report to Parish or Community meeting	Hard copy, email and website	Free
Quality status	N/A	
Local charters drawn up in accordance with DLUHC's guidelines	Hard copy and email	Free
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments, etc), as appropriate and relevant		Free
Class 4 – How we make decisions Decision making processes and records of decisions Current and previous Council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy, email and website	Free
Agenda of meetings (as above)	Hard copy, email and website	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Hard copy, email and website	Free
Reports presented to Council meetings – NB this will exclude information that is properly regarded as private to the meeting	Hard copy, email and website	Free
Responses to consultation papers	Hard copy and email	Free
Responses to planning applications	Hard copy and email	Free
Bye-laws	N/A	
Class 5 – Our policies and procedures Current written protocols, policies and procedure for delivering our services and responsibilities Current information only		
Policies and procedures for the conduct of Council business: • Procedural Standing Orders • Committee and sub-committee Terms of Reference • Delegated authority in respect of Officers • Code of Conduct • Policy statements	Hard copy, email and website	Free
Policies and procedures for the provision of services and about the employment of staff: • Internal policies relating to the delivery of services • Equality and Diversity Policy • Health and Safety Policy • Recruitment policies (including current vacancies)	Hard copy, email and website	Free

• Policies and procedures for handling request for information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Records management, personal data and access to information policies	Hard copy and website	Free
Include information security policies, records retention, destruction and archive policies, data protection (including data sharing and CCTV usage) policies		
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)		Free
Assets Register, including detail of public land and building assets	Hard copy, email and website	Free
Disclosure log indicating the information that has been provided in response to FOIA and EIR requests. These are recommended as good practice	Hard copy and email	Free
Register of Members Interests	Hard copy, email and website	Free
Register of gifts and hospitality	Hard copy and email	Free
Class 7 – The services we offer		
Information about the services we offer, including leaflets, guidance and newsletter produced for the public and business		
Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centre and village halls	Hard copy, email and website	Free
Parks, playing fields and recreational facilities	N/A	
Seating, litterbins, clocks, memorials and lighting	Hard copy, email and website	Free
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees)	N/A	

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying (charges as displayed in the Parish Council office)	Actual cost* 10p per A\$ sheet or FREE
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory fee		In accordance with the relevant legislation
Additional information	Other information not listed above	Where appropriate: £25 per hour

*the actual cost incurred

Document Control

Policy Title: Model Publication Scheme

Adopted by: Lawley and Overdale Parish Council

Adoption Date: 23.06.26

Review Date: 23.06.28

Version: 2

**(UK GDPR)**
Data Protection Policy**1. Introduction**

The UK Data Protection Act 2018 (DPA18)/UK General Data Protection Regulations (GDPR) and Data Use and Access Act 2025 (DUAA) defines UK law on the processing of data on identifiable living people.

It governs the protection of personal data in the UK. Personal information is information about a living individual, who can be identified from the information and/or additional information available.

2. Scope of this policy

- 2.1 Lawley and Overdale Parish Council, the Council, is committed to protecting the privacy of individuals and handles all personal information in a manner that complies with the DPA18. It is the **personal responsibility** of all employees (temporary or permanent), Councillors, contractors, agents and anyone else processing information on our behalf to comply with this policy
- 2.2 Any deliberate breach of this policy could amount to a criminal offence under one or more pieces of legislation, for example the Computer Misuse Act 1990, UK DPA/UK GDPR 2018 and DUAA 2025. All breaches will be investigated and appropriate action taken
- 2.3 This policy explains what the Council's expectations are when processing personal information and should be read in conjunction with the Council Information Security Policy (SISP)
- 2.4 Where the term UK DPA is used in this policy it also encompasses the requirements of the UK GDPR and the DUAA 2025

3. GDPR Principles

- 3.1 The UK DPA is supported by a set of 6 principles which must be adhered to whenever personal information is processed. Processing includes obtaining, recording, using, holding, disclosing and deleting personal information.
- 3.2 The UK DPA principles relevant to the Council state that personal information must:
 - Be processed fairly, lawfully and transparently
 - Obtained for a specified, explicit and legitimate purpose
 - Be adequate, relevant and limited to what is necessary
 - Be accurate and where necessary up to date
 - Not be kept longer than is necessary
 - Be handled ensuring appropriate security
- 3.3 There is a further principle called the Accountability Principle. This requires the Council to be able to clearly demonstrate their compliance with the UK DPA. The Council's Data Protection Officer undertakes an annual exercise to ensure that the Council complies with this principle. See section 13 for further information.

4. Access and use of personal information

- 4.1 Access and use of personal information held by the Council, is only permitted by employees (temporary or permanent), Councillors, contractors, agents and anyone else processing information on the Councils behalf, for the purpose of carrying out their official duties. Use or access for any other purpose is not allowed. Deliberate unauthorised use and access to copying, destruction or alteration of or interference with any personal information is strictly forbidden.

5. Collecting personal information

- 5.1 When personal information is collected, for example on a questionnaire, survey or an application form, the 'data subject' (that is the person who the information is about) must be told. This is known as a Privacy Notice.
- 5.2 Personal information collected, must be adequate, relevant and not excessive for the purpose of the collection. A person's name and other identifying information should not be collected where anonymous information would suffice.
- 5.3 If the information is collected for one purpose, it cannot then be used for a different and unconnected purpose without the data subject's consent unless there is another lawful basis for using the information (see section 5 below). It must be made clear to the 'data subject' all the purposes that their information may be used for **at the time the information is collected**, via a Privacy Notice.

6. Lawful basis for processing

- 6.1 When the Council processes personal information, it must have a lawful basis for doing so. The UK DPA 2018 provides a list of 'basis' when the Council can process personal and/or 'special category' personal information. This is contained within Article 6 and Article 9 of the regulations (**Appendix 1**).
- 6.2 The UK DPA defines special category personal information as information relating to:
- race and ethnic origin
 - political opinion
 - religious or philosophical beliefs
 - Trade Union membership
 - processing of genetic/biometric data to uniquely identifying a person
 - physical or mental health or medical condition;
 - sexual life
- 6.3 Whenever the Council processes personal information, it must be able to satisfy at least one of the conditions in Article 6 of the UK GDPR and when it processes 'special category' personal information; it must also be able to satisfy at least one of the conditions in Article 9 of the UK GDPR as well.
- 6.4 The Council can process personal information if it has the data subject's legal consent (this needs to be 'explicit' when it processes special category information). In order for consent to be valid it must be 'fully informed' which means the person giving consent must understand what they are consenting to and what the consequences are if they give or refuse consent. Consent must not be obtained through coercion or under duress and should be recorded. Guidance on how consent should be managed can be found from the Council office.

7. Disclosing Personal Information

- 7.1 Personal information must not be given to anyone internally or externally, unless the person giving the information is fully satisfied that the enquirer or recipient is authorised in all respects and is legally entitled to the information.
- 7.2 If personal information is given to another organisation or person outside of the Council, the disclosing person must identify the lawful basis for the disclosure (see section 4 above) and record their reasoning for using this basis. This record as a minimum should include;
- a description of the information given;
 - the name of the person and organisation the information was given to;
 - the date;
 - the reason for the information being given; and
 - the lawful basis.
- 7.3 If an information sharing agreement or protocol exists, this should be adhered to when providing personal information to others. The agreement/protocol will detail the legal basis for disclosure.
- 7.4 In response to any lawful request, only the minimum amount of personal information should be given. The person giving the information should make sure that the information is adequate for the purpose, relevant and not excessive. Data minimisation should always be employed.
- 7.5 When personal information is given either externally or internally, it must be communicated in a secure manner, e.g. password protected/encrypted emails, special delivery or courier, etc.

8. Accuracy and relevance

- 8.1 It is the responsibility of those who receive personal information to make sure so far as is possible, that it is accurate and up to date. Personal information should be checked at regular intervals, to make sure that it is still accurate and up to date. If the information is found to be inaccurate, steps must be taken to put it right. Individuals who input or update information must also make sure that it is adequate, relevant, clear and professionally worded.
- 8.2 'Data subjects' have a right to access personal information held about them and have errors corrected. More information about a 'data subject's' rights can be found in Section 10 of this policy.

9. Retention and disposal of information

- 9.1 The Council holds personal information. The UK DP requires that we do not keep personal information for any longer than is necessary. Personal information should be checked at regular intervals and deleted or destroyed securely when it is no longer needed, provided there is no legal or other business reason for holding it.
- 9.2 The Councils' Information Retention Schedule must be checked before records are disposed of, to make sure that the prescribed retention period for that type of record is complied with. Alternatively advice should be sought from the Councils Data Protection Officer.

10. Individual Rights

10.1 Individuals have a number of rights under the UK DPA 2018. These include:

- **The right to be informed** – See section 5 - Collecting Personal Information
- **The right to access** – A person can ask for a copy of personal information held about them (this is known as a Subject Access request - SAR);
- **The right to rectification** – Personal data can be rectified if it is inaccurate or incomplete
- **The right to erasure** – Person can ask for the deletion or removal of personal data where there is no reason for its continued processing
- **The right to restrict processing** – Person has the right to block or suppress processing of their personal data
- **The right of data portability** – Allows a person to obtain and reuse their personal data for their own purposes
- **The right to object** – A person can object to an organisation processing their personal data for direct marketing, on the basis of legitimate interests or for scientific/historical research and statistics
- **Rights related to automated decision making/profiling** – A person can ask for human intervention in an automated process

10.2 If the Council receives such a request on any of the above matters the Clerk will seek advice from the Data Protection Officer at Telford & Wrekin Council as soon as the request is received.

10.3 The Council has one calendar month in which to respond to a SAR, provided the applicant has clearly stated the nature of their request preferably by completing a subject access request form and suitable proof of identification has been supplied. However the law does allow a SAR to be made verbally. An extension of a further 1-2 months can be applied where a request is deemed complex, the requester should be informed of this within one month of the request being received. The Clerk and Data Protection Officer will co-ordinate the processing of all SAR requests. See **Appendix 2** for a copy of the SAR form.

11. Right to complain

11.1 The DUAA 25 requires the Council to have a complaints process in place where a data subject can make a complaint to the Council about its processing of their personal data.

11.2 A data subject can make a complaint by completing the template on **Appendix 3**. The Council will acknowledge receipt of the complaint within 30 days and process the complaint without undue delay.

11.3 The Council will keep the data subject informed of progress made in respect to investigating their complaint.

11.4 If following this complaints process the data subject remains dissatisfied, they have the right to refer the matter to the Information Commissioner's Office (ICO). Please note the ICO require the data subject to go through the Council's data protection complaint process prior to contacting them with any referral.

12. Reporting security incidents

12.1 The Council has a responsibility to monitor all incidents that occur which may breach the security and/or the confidentiality of its information. All incidents need to be identified,

reported on a timely basis, investigated and monitored. It is only by adopting this approach that the Council can learn from its mistakes and prevent losses recurring. The Data Protection Officer must be informed of an incident/breach within 24 hours of the Council becoming aware of the matter.

12.2 Specific procedures have been developed for the reporting of all information security incidents. It is designed to make sure that all relevant information is communicated correctly so that timely corrective action can be taken. The documents below need to be read, understood and followed:

- Information Security Breach Procedure
- Data Breach Investigation

12.3 All employees (permanent, temporary and contractors) must be aware of the procedures and obligations in place for reporting the different types of incidents which may have an impact on the security of the Councils information.

13. Accountability

13.1 The DPA 18 requires the Council to have appropriate measures and records in place to demonstrate compliance with the act.

13.2 The Council demonstrates accountability in a number of ways including:

- Having appropriate policies in place
- Following data protection by design and default
- Using data processing agreements in contracts
- Maintaining records of processing activities
- Implementing technical and organisational security
- Managing data breaches
- Completing data protection impact assessments

Article 6 Conditions – Personal Data

- (a) the data subject has given consent to the processing of their personal data for one or more specific purposes;
- (b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- (c) processing is necessary for compliance with a legal obligation to which the controller is subject;
- (d) processing is necessary in order to protect the vital interests of the data subject;
- (e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- (f) processing is necessary for the purposes of the legitimate interests pursued by a controller, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child. **This shall not apply to processing carried out by public authorities in the performance of their tasks.**

Article 9 Conditions – Special Category Data

- (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;
- (b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;
- (c) processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;
- (d) processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects;
- (e) processing relates to personal data which are manifestly made public by the data subject;
- (f) processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;
- (g) processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;
- (h) processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3;
- (i) processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices, on the basis of Union or Member State law which provides for suitable and specific measures to safeguard the rights and freedoms of the data subject, in particular professional secrecy;
- (j) processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of

the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

UK Data Protection Act/UK General Data Protection Regulations 2018/Data Use and Access
Act 2025

Right of Access to Personal Data

SUBJECT ACCESS REQUEST FORM (SAR)

Information

We should respond to your request within one calendar month. Note this can be extended for a further 2 months if the request is deemed complex. However this period does not start until:

- a) We are satisfied about your identity
- b) You have provided enough detail to locate the information you are seeking
- c) You have provided clarification to any queries from the Council in respect to your request

Please note, by law, the Council only has to undertake a reasonable and proportionate search for the information you have requested. If the Council believes your request is unreasonable and disproportionate it will inform you of this detailing the reasons for coming to this decision.

Please complete the following sections of this form providing as much information as possible to help us deal with your request.

1. Provide details of the person(s) about whom the Council is holding data (the Data Subject)

Full Name (Print) _____

Date of Birth _____

Present Address:

Previous Address (if less than 3 years at your present address):

Post Code:

Post Code:

Telephone Number _____

Email address _____

2. Are you requesting information about yourself (person referred to in question 1)? If **YES**, then go to question 3. If **NO** please complete the following:

Full Name (Print) _____

Present Address:

Post Code:

Telephone Number: _____

Email address: _____

Relationship with data subject and brief explanation as to why you are requesting this information rather than the data subject:

If you are acting on behalf of the data subject you will need to enclose their written authority including a signature or other legal documentation (e.g. power of attorney) to confirm this request. You also need to enclose evidence of your identity and that of the data subject (see section 4 for details of acceptable identity)

3. Please provide a clear description of the information that you are requesting, see table below. **If you provide specific details of what information you want, e.g. name of a document relevant to a time period rather than just the whole of your file you may receive a quicker response.**

Description of Information	Council Staff Member Holding this Information	Time Period for Information Requested

4. Please provide **two** pieces of evidence of your identity (one containing a photo). Acceptable types of documents used to verify your identity are detailed below.

Driving Licence	Passport	National ID Card	Medical Card	Utility Bill
-----------------	----------	------------------	--------------	--------------

You may wish to send your documents special/recorded delivery. Your proof of identity will be returned to you securely after verification.

5. All information in respect to your request will be sent to you via secure email unless you make alternative arrangements with the Council. We may require further evidence of your identity if you collect your information from Council premises.

Declaration

To be completed by all applicants. Please note that any attempt to mislead the Council may lead to prosecution.

I (insert name) _____

certify that the information given on this application form and any attachments therein to [insert] Council is accurate and true.

I understand that it is necessary for the [insert] Council to confirm my identity and it may be necessary to obtain more information in order to locate the correct information.

Signature _____

Date _____

Return of the Form

If you are either posting your documents or hand delivering them then our address is detailed below:

Lawley & Overdale Parish Council
Leonard Smith House
Unit 2, West Centre Way,
Lawley
Telford
TF3 5HT

To return via email please use clerk@lawleyoverdale.org.uk

Data Protection Complaint Form

The Council has a data protection complaints process that allows individuals to complain to the Council about its processing of their personal data.

The Council will acknowledge your complaint within 30 days of receipt and will keep you informed of the progress of investigating the complaint. The Council will look to respond to your complaint without undue delay.

Please complete the following sections of this form providing as much information as possible to help us deal with your request.

Full Name		Date	
-----------	--	------	--

Staff Member/Councillor related to your complaint (if known)	
--	--

Please describe the nature of your complaint in as much detail as possible

What do you want to happen as a result of this complaint.

Date of policy: 23.04.26
Approving committee: Full Council
Date of committee meeting: 23.06.26
Adoption Date: 23.06.26
Review Date: 23.06.28
Version: 2



Feedback Programme

The programme has been devised to improve engagement across the parish, help make informed decisions, support the Strategic Plan and obtain knowledge of the parish community by undertaking resident surveys and feedback programmes.

While the Parish Council regularly shares information with residents through its communication channels, there is currently limited data available regarding residents' views, priorities, demographics and awareness of the Council's work. These surveys will help open a two-way conversation with the community.

The surveys will provide valuable evidence to support future decision-making and ensure that Council services, projects, events, and communications continue to meet the needs and expectations of the community.

The programme would involve a series of surveys and feedback opportunities over a planned period, rather than conducting frequent surveys which may lead to consultation fatigue and reduced participation.

Each survey would align with specific objectives within the Strategic Plan and focus on key areas such as:

- Resident demographics and community profile (including age ranges, gender, location within the parish, interests and hobbies)
- Awareness and perceptions of the Parish Council
- Community priorities and local issues
- Parks, open spaces and the local environment
- Parish Council events and activities
- Communication preferences and accessibility requirements

The information collected will help the Council develop a clearer understanding of who lives within the parish, what matters most to residents, and how services and communications can be improved.

The proposed survey programme would:

- Provide evidence-based insight
- Measure public awareness
- Identify and address misconceptions regarding the Council's role, responsibilities and services

- Support delivery and monitoring of the Strategic Plan
- Improve communication by understanding residents' preferred channels and methods of engagement
- Ensure a wider range of voices are heard
- Enable future projects and events to reflect community needs and wants
- Strengthen transparency, accountability and trust
- Build recognition and understanding of the Parish Council's brand and identity within the community

To ensure all residents have an opportunity to participate, surveys would be promoted and made available through a range of channels, including:

- Parish Council website
- Social media platforms
- Parish noticeboards
- Newsletters
- Leaflets
- Printed copies
- Online survey platform

Using multiple channels will help maximise participation and ensure feedback is representative of the whole community rather than a single group.

Microsoft Forms is the primary survey platform and can offer:

- A user-friendly and accessible interface
- Mobile-friendly design
- Ability to create a range of question types
- Integration with existing Microsoft 365 systems
- Cost effective use of existing Council software resources

Where required, paper copies would be provided to ensure residents who do not have access to digital services are not excluded.

All surveys undertaken as part of this programme will comply with the requirements of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Where possible, surveys will be conducted anonymously to encourage honest and open feedback. If personal information is collected, such as contact details for follow-up communication or participation in prize draws or focus groups, residents will be clearly informed.

Survey responses will be stored securely, and access will be restricted. Any reporting to councillors, committees or the public will present findings in a way that prevents the identification of individuals.

A privacy notice will accompany all surveys, ensuring transparency and providing residents with clear information about how their data is managed.

RECOMMENDATION:

1. Have a resident survey and feedback programme aligned to the Strategic Plan
2. Support the use of multiple communication and engagement channels
3. Approve Microsoft Forms as the primary survey platform, with support of paper-based surveys
4. Receive periodic reports on survey findings and recommendations arising from resident feedback


CAT ACTION PLAN – LAWLEY AND OVERDALE
MAY 2026
SCHOOL PATROLS – ALL SCHOOLS PATROLLED ON A ROTA BASIS

School	Location	Visits	Observations	PCNs issued	Comments
Newdale Primary School	Marlborough Way	22	0	0	2 patrols carried out.
Lawley Primary School	Arlleston Lane	29	5	0	2 patrols carried out.
Lawley Academy	Bryce Way. Knock on effect at Martingale Way.	34	1	1	2 patrols carried out.
Thomas Telford	Caledonian Way	23	24	1	2 patrols carried out.

PARKING CONCERNS RAISED BY PARISH

Hot spot location	Visits	Observations	PCNs issued	Comments
Village Drive	17	0	0	
Dawley Road	13	0	0	
Bryce Way	11	0	0	Now adopted highway – cars parking on grass verges
Glendale	21	0	0	
Ercall View	16	0	0	
Cottom Way	14	0	0	obstructions
Martingale Way	24	1	1	obstructions
Farriers Green	15	0	0	
Oak Road	23	0	0	
Hill Road	17	0	0	
Birchfield Way	53	3	2	
Bartholomew Road	22	1	0	
Station Road	7	0	0	
Milners Lane	48	1	1	
Churm Lane	11	0	0	Obstructions
Concorde	36	1	0	
Hartley Close	14	0	0	
St Helier Drive	21	0	0	
Wooding Drive	11	0	0	
Cemetery Road	22	0	0	obstructions
Hill Fold	10	0	0	
Euston Way	36	0	0	
Turolde Mews	11	0	0	Obstructions
The Foxholes	11	0	0	

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DEPLOYABLE CAMERAS

CAT camera location(s)	Comments
Community Garden (Revader 14)	
War Memorial (Revader 13)	
Lawley MUGA (Revader 139)	

FLY TIPPING HOT SPOT LOCATIONS TO PATROL

Hot spot locations this month	No of fly tips reported last month
Birchfield Way	1
Arleston Lane	1
Hill Road	1
Oak Road	1
Dawley Bank near Baptist Church / Moka Pot area	Intel from parish of recent fly tips

FLY TIP UPDATES (VISITS, FPNS ISSUED AND COMMENTS)

Fly tips found (location, date, and items)	Actions taken
Two fly tips reported on Cedar Close. 11.05.26 & 26.05.26	No evidence found.
Fly tip reported on Cemetery Road. 11.05.26	No evidence found.
Fly tip reported on Hill Road 26.05.26	No evidence found.
Fly tip reported on Charlecote Park 28.05.26	No evidence found.
Fly tip reported on Spring Terrace 28.05.26	No evidence found.
Fly tip reported on The Rock PP. 29.05.26	No evidence found.

DOG FOULING HOT SPOT LOCATIONS TO PATROL

Dog foul offence location	comments
Lawley Village Green	
Eunice Way near Doody Close	
Community Garden	
Newdale Pool near Lawley Furnaces	
War Memorial	
Cedar Close	
Valley Road	
Oak Road	
Hill Road	

DOG FOUL UPDATES:

Dog foul identified and reported for removal	Date & time	Comments
Fouling reported on Newdale Pools	05.05.26 10:15	
Fouling reported on Overdale by	11.05.26 11:06	
Fouling reported on Churchyard	12.05.26 11:31	
Fouling reported on Grove Road	12.05.26 12:02	

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LITTERING HOT SPOT LOCATIONS TO PATROL

Litter offence location	comments
Lawley Village Green	
The MUGA	
Newdale Park (High Priority)	
Community Garden	
Cedar Close	
War memorial	
Station Road, Lawley Bank	
Newdale Pools	
Glendale	
Birchfield Way	

LITTERING UPDATES:

Litter identified	Date & time	comments
Overflowing bin reported on Arleston Lane	01.05.26 10:26	
Overflowing bin reported on Bryce Way	08.05.26 13:00	
Overflowing bin reported on Martingale	08.05.26 13:27	
Overflowing bins reported on The Rock PP	08.05.26 14:30 27.05.26 13:49	
Overflowing bins reported on Gresham	11.05.26 11:52 22.05.26 13:50	
Overflowing bins reported on Newdale MUGA	19.05.26 09:59 26.05.26 11:05	
Overflowing bins reported on Colliers Way	26.05.26 09:22 27.05.26 13:42	
Overflowing bin reported on Oak Road	29.05.26 12:30	
Overflowing bin reported on Dawley Road	29.05.26 15:20	
Street cleanse requested on Lawley PP	12.05.26 10:38	
Street cleanse requested on Grove Road	12.05.26 12:02	
Street cleanse requested on Milners Lane PP	28.05.26 11:00	
Broken glass reported on Overdale MUGA	19.05.26 09:05	
Graffiti reported on Overdale MUGA	19.05.26 09:05	
Graffiti reported on Princes End	26.05.26 12:42	
Trolley reported on Grove Road	27.05.26 14:10	

ANTI-SOCIAL BEHAVIOUR HOT SPOT LOCATIONS TO PATROL

Locations to patrol	Officer comments	actions	visits
Overdale shop	The shop is being targeted by large group of youths	Please can we keep a look out for these youths who are regularly in large	

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	between the hours of 4pm and 7pm. Also targeting residents in the area Possibly racially motivated	numbers. Report any ASB to police on 999 and also update asb.admin@telford.gov.uk Capture evidence at a safe distance on BWV. Please also engage with shop staff offering reassurance that TWC are in the area and will pass observations onto police and ASB team. Please do not attempt to intervene or engage with these youths. Simply call it into police from safe distance	
Proctor Avenue – green space in front of 22	Complaints about kids behaviour of play on green space and directly in front of BVT	Neos please - BVT are managing this but if we can see if there are any issues with kids in the area when passing by please	
Bellpit play area and surrounding	Report of a bike going towards Rock Road Crossing, not captured on CCTV as out of field of view	Neo's please - Passing attention when in area please – let ASB team know and capture any evidence on BWV	

ANTI-SOCIAL BEHAVIOUR UPDATES

Location	ASB updates
-	-

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

Event name and location	Time/date	Comments
Tea and Toast	Every Friday	
Overdale CAT walkabout	22 nd July 2026	

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PARKING DATA

WARNINGS ISSUED:

Warning type	Reason	Date/time/location
15-day notice	Abandoned vehicle	Synders Way- 26.05.26 11:36

PARKING DATA – PLEASE NOTE SOME AREAS MAY FALL OUTSIDE YOUR PARISH BOUNDARY. (LOCATION, VISITS, OBSERVATIONS, NOTICES ISSUED).

Lawley

Arleston Lane, Lawley	29	5	0
Bartholomew Road, Lawley	22	1	0
Glendale, Lawley	21	0	0
Hunters Rise, Lawley Bank	20	0	0
Lawley Drive, Lawley	7	0	0
Martingale Way, Lawley Bank	23	1	1
Pepper Mill, Lawley	12	3	1

The Rock

Charlecote Park, The Rock	12	0	0
Colliers Way, The Rock	20	0	0
Marlborough Way, The Rock	22	0	0
Rock Road, The Rock	1	0	0
The Rock, Ketley & Overdale	10	0	0

Telford Town Centre

Caledonian Way, Telford Town Centre	4	11	0
Darby House Car Park, Telford Town Centre	6	1	1
Dark Lane, Telford Town Centre	8	0	0
Euston House Car Park, Telford Town Centre	3	0	0
Euston Way Car Park, Telford Town Centre	31	8	6
Euston Way, Telford Town Centre	36	0	0
Hall Court Car Park, Telford Town Centre	38	55	35
Lawn Central, Telford Town Centre	4	0	0
Northfield Road, Telford Town Centre	2	0	0
Southwater Multi-Storey Car Park, Telford Town	38	0	0
St Quentin Gate, Telford Town Centre	4	0	0
The Quad, Telford Town Centre	3	6	1

Overdale

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Avondale, Ketley & Overdale	1	0	0
Barratt Terrace, Ketley & Overdale	4	0	0
Bellpit Road, Ketley & Overdale	1	0	0
Birchfield Way, Ketley & Overdale	53	3	2
Brookes Avenue, Ketley & Overdale	9	0	0
Caledonian Way, Ketley & Overdale	19	13	1
Cambridge Close, Ketley & Overdale	12	0	0
Cedar Close, Ketley & Overdale	15	0	0
Cemetery Road, Ketley & Overdale	22	0	0
Central Avenue, Ketley & Overdale	10	0	0
Cheshires Way, Ketley & Overdale	4	0	0
Churchward Drive, Ketley & Overdale	8	0	0
Churm Lane, Ketley & Overdale	11	0	0
Copper Beech Road, Ketley & Overdale	11	0	0
Cottom Way, Ketley & Overdale	14	0	0
Davenham Walk, Ketley & Overdale	7	0	0
Dawley Bank, Ketley & Overdale	4	0	0
Doody Close, Ketley & Overdale	4	0	0
Ercall View, Ketley & Overdale	16	0	0
Eunice Way, Ketley & Overdale	18	0	0
Forge Gate, Ketley & Overdale	8	0	0
Garfield Road, Ketley & Overdale	12	0	0
Gresham Drive, Ketley & Overdale	23	0	0
Grove Road, Ketley & Overdale	12	0	0
Hall Park Way, Ketley & Overdale	5	0	0
Hartley Close, Ketley & Overdale	14	0	0
Hendrie Close, Ketley & Overdale	1	0	0
Higgs Row, Ketley & Overdale	6	1	1
Hill Road, Ketley & Overdale	17	0	0
Hutchinson Way, Ketley & Overdale	1	0	0
Ironmasters Way, Ketley & Overdale	7	0	0
Isiah Avenue, Ketley & Overdale	10	0	0
James Clay Court, Ketley & Overdale	6	0	0
Ketley Brook, Ketley & Overdale	9	1	0
Ketley Park Road, Ketley & Overdale	12	0	0
Laurel Lane, Ketley & Overdale	11	0	0
Mannerley Lane, Ketley & Overdale	12	0	0
Meyer Crescent, Ketley & Overdale	9	0	0
Milners Lane, Ketley & Overdale	34	0	0
Nelsons Walk, Ketley & Overdale	7	0	0
Newdale Halt, Ketley & Overdale	8	0	0
Northfield Street, Ketley & Overdale	8	0	0
Oak Road, Ketley & Overdale	23	0	0
Old Park Way, Ketley & Overdale	5	0	0
Orchard Close, Ketley & Overdale	3	0	0

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St Helier Drive, Ketley & Overdale	20	0	0
Station Road, Ketley & Overdale	16	0	0
Stoney Fold, Ketley & Overdale	16	0	0
Symon Fold, Ketley & Overdale	1	0	0
Synders Way, Ketley & Overdale	7	0	0
The Foxholes, Ketley & Overdale	11	0	0
The Incline, Ketley & Overdale	1	0	0
The Rock, Ketley & Overdale	10	0	0
Tuold Mews, Ketley & Overdale	11	0	0
Valley Road, Ketley & Overdale	21	0	0
Waterloo Road, Ketley & Overdale	2	0	0
Wedgewood Crescent, Ketley & Overdale	13	0	0
West Centre Way, Ketley & Overdale	25	0	0
Western Rise, Ketley & Overdale	4	0	0
Whitehead Grove, Ketley & Overdale	6	0	0
Woodhouse Central, Ketley & Overdale	10	0	0
Wooding Drive, Ketley & Overdale	11	0	0