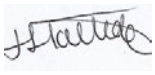
LAWLEY AND OVERDALE
PARISH COUNCIL

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 10TH NOVEMBER 2026** and Members are hereby summoned to attend for the purpose of transacting the following business.

Signed  Date: 5th November 2026

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.	**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). ***The meeting will re-convene for the following business to continue.***
6.	**Minutes** To **APPROVE** and **ACCEPT** the minutes from the: Full Council meeting held on **TUESDAY 15TH SEPTEMBER (APPENDIX A)**
7.	**Finance** **a. Bank reconciliations for September and October 2026** – tabled To receive and approve **b. List of expenditure for September and October 2026 (APPENDIX B)** To receive and approve **c. Financial position report and virements** – tabled To receive and approve **d. AGAR 2025-2026 (APPENDIX C)** To receive and approve **e. Internal Financial Risk Assessment (APPENDIX D)** To receive and approve **f. Grant funding applications and compilation table (APPENDIX E)** For discussion i. Dawley FC ii. Dawley Baptist Church – Bank Top Café **g. Winter planters** - tabled For discussion **h. War Memorial – EICR remedial work** To receive and approve

8.	**Policies** To approve and accept the following policies: **a.** Volunteer Policy **(APPENDIX F)** **b.** Community Emergency Plan – first draft (**APPENDIX G)**
9	**New community centre** **a. VAT assistance – Parkinson Partnership** For discussion **b. Reaching Communities Application** For discussion **c. Further updates** For noting
10.	**Planning applications** For discussion **a. TWC/2026/0767** 11 Concorde, Dawley Bank, Telford, Shropshire, TF4 2QB Application under Section 191 for a Certificate of Lawfulness for an existing use of a dwelling house Use Class C3(b)
11.	**Councillor Update** Councillors to provide an update or raise any issues
12.	**Community Affairs** **a) Station Road – request for traffic calming measures** - update For noting **b) Events update** For noting **c) Community Action Team – September 2026 report (APPENDIX H)** For noting
13.	**Correspondence** **<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**
14.	**Confidential Items** None
15.	**Agenda items for next meeting** Members are invited to suggest items for discussion at the next Parish Council meeting
16.	**Date of next meeting** The date of the next Parish Council meeting is due to take place on **TUESDAY 12TH JANURAY 2027** at Dawley Baptist Church Commencing at 6:00pm.

APPENDIX A

LAWLEY AND OVERDALE
PARISH COUNCIL

DRAFT minutes the Full Council meeting held on TUESDAY 15TH SEPTEMBER 2026 at Dawley Baptist Church starting at 6:00pm

PRESENT

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

IN ATTENDANCE
Jill Holland, Clerk to the Council
Simon Bailey, Deputy Clerk, Project, Events & Engagement Officer
PC Green
PCSO Bailey

2026/051	**CHAIR'SWELCOME** Councillor (Cllr) Mark Boylan welcomed everyone to the meeting.
2026/052	**APOLOGIES** None
2026/053	**DECLARATIONS OF INTEREST** Noted on the attendance register and can be raised during the meeting.
2026/054	**SAFER NEIGHBOURHOOD TEAM (SNT)** Several operations ongoing. As such the team are unable to provide details, although 19 e-scooters have recently been confiscated. Cllr Lewis referred to people on scooters congregating around Morrisons in Lawley.
2026/055	**PUBLIC SESSION** A Lawley resident addressed the meeting advising he was also a resident representative on the Lawley Management Committee (Bournville Village Trust). He queried why a Cllr from the Parish Council did not attend the committee meetings, believed the two organisations needed to work together more and was also aware of resident's confusion as to what each organisation does. Cllr Erin Aston advised that she had to attend a personal appointment on the evening and that she had only received a reminder at 2:30pm that day, which she had not seen until later. Furthermore, whilst she had been sent the date and times some months ago, she had not received a calendar/meeting invite, nor had she received any papers including an agenda. Cllr Boylan added that it was previously within the remit of the Chair to attend but when elected to the role, it was advised that he could not. Therefore, following a meeting with the Estates Director and Head of Stewardship, along with the decision of this Council, Cllr Aston became the nominated representative. The Clerk added that herself and Cllr Boylan had met with representatives from BVT and had been told that a Cllr was only required to attend the four core meetings, and not the working group. In additional, several requests had been made for the Clerk to be copied into all communications, including those regarding meetings with Parish Cllrs, as it was within her role to ensure Council business was conducted correctly and she would have been able to advise of any non-attendance and/or arrange a substitute. It was disappointing to learn that questions were raised regarding the partnership between the two organisations, as both worked together on a number of aspects, including events and activities, sharing information regarding ASB and parking.

	As a local government body, who works closely with the borough Council, the Parish Council holds a more direct pathway to officers in Enforcement, grounds maintenance and highways. It also has a contract for the Community Action Team, working in partnership with Telford & Wrekin Council (TWC). As the current stewardship provider for the Lawley development, BVT maintain the design guide and uphold the covenants, whereas the Parish Council operates within various legislation and is the first tier of local government with elected Cllrs. The resident thanked Members for the information and advised he would feed it back to BVT.
2026/056	**MINUTES (APPENDIX A)** The minutes from the: **Full Council Meeting** held on **TUESDAY 23rd JUNE 2026 (APPENDIX A)** **Extraordinary Council Meeting** held on **TUESDAY 28TH JULY 2026 (APPENDIX B)** It was **RESOLVED** that the minutes be signed and **ADOPTED** as a true record, once the amendments/spelling mistake had been made. Cllr Corrine Chikandamina **PROPOSED** to adopt the minutes of the Full Council meeting held on Tuesday 23rd June 2026. Cllr Cathy Salter **SECONDED**. All Members **IN FAVOUR**. Cllr Chikandamina **PROPOSED** to adopt the minutes of the Extraordinary Council held on Tuesday 28st July 2026. Cllr Mike Povall **SECONDED**. All Members **IN FAVOUR**.
2026/057	**FINANCE**
A)	**BANK RECONCILIATIONS FOR JUNE. JULY & AUGUST 2026** Were shared with Members, who checked and signed the reconciliations. Cllr Luke Lewis **PROPOSED** to approve the reconciliations. Cllr Emma Holding **SECONDED**. All Members **IN FAVOUR**.
B)	**LIST OF EXPENDITURE FOR JUNE, JULY & AUGUST 2026 (APPENDIX C)** Cllrs received both reports and approved the expenditure containing details of all invoices which had been checked by two Cllrs and authorised at the bank by another two Cllrs. Cllr Erin Aston **PROPOSED** to approve the expenditure lists. Cllr Lewis **SECONDED**. All Members **IN FAVIOUR**.
C)	**FINANCIAL POSITION REPORT AND VIREMENTS** The report had been prepared as if the timeline for the construction of the new centre was on schedule. Further discussion under the specific agenda item. This included what would have been the loan repayments and expenses associated with the facility and was to provide a forecast for all budgetary costs, expenditure and income. Cllrs were asked to note: • Hire of the current centre – £2k more than forecast • All invoices raised to debtors re partnership events

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- Savings to be/made on pc hardware and insurance as less than budgeted and electricity contract for Parish office and War Memorial to be renewed at a more competitive price
- Parish grant funding not yet fully utilised
- Community Action Team (CAT) contract to be paid
- IT support was approved after the budget was set, as such no allocation but will be included in next year, hence an overspend
- Annual checks – PAT, fire extinguishers, etc to take place in October and December
- Second/final payment of precept received but not shown as unable to reconcile until the end of month

Once an update is received regarding the centre construction, land transfer, etc, a more accurate end of year forecast will be brought to the next meeting.

Cllr Chikandamina queried the overspend on the partnership heading and was advised that this was offset with Cllr Pride Funding and income from partner events. A detailed report showing the income and expenditure for this would be brought to the next meeting.

Cllr Boylan added that there was circa £30k from the Lawley Community Consortium budget that could be utilised for partnership working, events and projects.

Cllr Lewis **PROPOSED** to approve the forecast.
Cllr Povall **SECONDED**.
D) All Members **IN FAVOUR**.

CONTRACT RENEWALS 2026-2027 (APPENDIX D)
Insurance
No major additional purchases last year compared to previously, apart from a new vacuum for the office, which has been included on the asset list. There was a slight increase from £4,103.20 to £4,210.11.
The policy is for one year, with a recommendation that multi-years be considered once the new centre is built and this will be reviewed next year.

Electricity supply – unit 2/Parish office and War Memorial
For renewal on 23rd October 2026. Various checks undertaken for the best price.
EDF for three years for the War Memorial is the most competitive, with Valda Energy for a two-year period for the office.

Members discussed the need for a multi-year contract for the office and the likelihood of remaining there for two years, with Cllr Salter and Cllr Zona Hannington suggesting early exit penalties be investigated to allow a comparison of any potential savings.

Cllr Aston **PROPOSED**:

- to renew the insurance for one year to the sum of £4,210.11
- to accept the three-year contract with EDF for electricity at the War Memorial
- for the Clerk to investigate early exit charges with Valda Energy, compare with EON (the current provider) and update Members

E) Cllr Chikandamina **SECONDED**.
All Members **IN FAVOUR**.

LOCAL GOVERNMENT SERVICES PAY AGREEMENT
The Clerk referred to announcement by the National Joint Council for local government services, which had been previously shared with Members. The agreement applies from 1st April 2026.

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F)	Cllr Lewis **PROPOSED** to approve the pay agreement. Cllr Zona Hannington **SECONDED**. All Members **IN FAVOUR**. **GRANT FUNDING APPLICATIONS ANS COMPLIATION TABLE (APPENDIX E)** **i. Ercal Colts FC** Cllr Chikandamina declared an interest and refrained from commenting. Request for £310 towards a team building day to enhance the confidence of players, assist with their mental health and encourage friendships. There are six players from the Parish area and the manager. Cllr Hannington **PROPOSED** to award £310 to Ercal Colts FC. Cllr Salter **SECONDED**. Cllr Chikandamina **ABSTAINED**. Cllrs Aston, Boylan, Holding, Lewis and Povall **IN FAVOUR**. **ii. West Mercia Search & Rescue** Request for £500 to assist with the new base at Tweedale Fire Station and to update/replace old equipment to allow them to assist those in need. Volunteers attend various emergencies and major incidents with Fire & Rescue, the Ambulance service and other local authority organisations. The charity helps some of the most vulnerable, those with dementia, mental health, risk of suicide, vulnerable adults and children. Cllr Salter **PROPOSED** to award £500 to West Merica Seatch & Rescue. Cllr Holding **SECONDED**. All Members **IN FAVOUR**. **iii. Telford Concert Band** Request for £500 to assist with the cost of hire for rehearsal premises. The band perform at a variety of community and civil events, along raising money for charities. Cllr Holding **PROPOSED** to award £500 to the Telford Concert Band. Cllr Povall **SECONDED**. All Members **IN FAVOUR**.
2026/058 **A)**	**POLICIES** To approve and accept the following policies: **PARISH COUNCIL VOLUNTEER POLICY (APPENDIX F)** The policy outlines the process for members of the public and/or residents to volunteer with the Council. This can also include work experience students. Members discussed the need for an updated and modern policy and queried if all volunteers needed to be DBS checked and whether an enhanced version was required. It was understood that many charities and organisations now request such a check. Concerns were raised about the cost involved and possible delays as part of the application process. Cllr Aston **PROPOSED** that the Clerk contact TWC for advice on DBS checks and to amend the policy (if required) to be brought back to the next Full Council meeting. Cllr Hannington **SECONDED.** All Members **IN FAVOUR.**
2026/059	**NEW COMMUNITY CENTRE – UPDATE** Cllr Boylan referred to a discussion held with Ross Cook, Executive Director of Pace at TWC. Several of the original documents were out of date and there appeared to be some inconsistencies with certain terminology and understandings. This would be taken away, examined and an update provided to Full Council.

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	Details were still outstanding regarding potential cost savings as Members continue to be mindful of any increases. The Clerk advised that at the previous meeting it was discussed that a committee be devised for the new centre and for it to be given delegated powers. However, after further investigation it was prudent that all Members as the Full Council should be involved in the decision-making process. Members **NOTED** the verbal update and will await further information from TWC.
2026/060	**PLANNING APPLICATIONS** None
2026/061	**COUNCILLOR UPDATES** **Cllr Mark Boylan** The anti-social behaviour (ASB) previously in Overdale had reduced, working with the Police and other agencies. Continues to undertake various work across his area. **Cllr Luke Lewis** Raised with the Police - Friday 7.00pm e-scooters by Morrisons. Motorbikes at the back of Lawley Primary School and along Dawley Road. Queried if the ASB Team could patrol around Morrisons on a Friday evening but this would not be possible as within the remit of the Police. **Cllr Corrine Chikandamina** Nothing to report. **Cllr Erin Aston** Found lots of litter on a ward walk during August around Newdale park/pool area. Since undertaking a more recent walk on Sunday the litter has reduced. Also, received an email from the MP's office regarding traffic by the golf course in Horsehay. **Cllr Mike Povall** Delivered some arts and crafts to the office to be used as events and activities, following a warehouse clearance. Some remain and he will be asking Dawley Baptist Church and the schools if they want them. Assisted with the installation of the planters, along with Cllr Boylan, Bob and Dan from the CAT. Still waiting for his Street Champion equipment, despite registering over eight months ago. Reported the overgrown hedge on Park Lane several times, nothing has been done about it. Whilst it has been trimmed back, residents are still having to walk on the highway and not the path. The lamppost at Lidl is still broken. **Cllr Cathy Salter** Nothing to report **Cllr Emma Holding** Nothing to report. **Cllr Zona Hannington** Has resumed the Speedwatch group, with Cllrs Aston and Lewis. Currently asking residents to register their interests as 6 individuals are required. Over the summer the litter was quite bad, but the recent litter-picks have been successful. The bins especially were overflowing, possibly due to the children being off school. Along with Cllr's Aston and Lewis, visited Lawley Primary School to see their vegetable garden and all the work that had taken place with the assistance of Balfour Beatty.

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	The bus shelter on Peppermill needs replacing, so this has been raised and the road lines along Birchfield Way are currently being undertaken. Junction lines are also to be added at Proctor Avenue/Bryce Way. The Green Guarantee sites should shortly be announced which will include Lawley Village Green and Monastery Close play area.
2026/062	**COMMUNITY AFFAIRS**
A)	**DOGS – COMPLAINTS OF** Resident from Millman Grove reported an incident involving his wife, daughter and granddaughter on Lawley Village Green. A dog, off lead, made its way towards his family, grabbed the grand-daughter's toy and rain off. It was later returned but when trying to engage with the owner, he was incomprehensible and had slurred speech. The resident has requested that the matter be discussed at the Council meeting and for action, including signage on the Village Green stating that dogs must be kept on a lead. It is understood that the matter had been reported to the Police. Another incident at Princes End Park, Dawley Bank, of dogs being walked off their leads, owners have no control and allow them to enter front gardens and driveways. Also reports of dog barking as early as 5:00am and dog fouling. Contact made with Public Protection who advised the use of PSPO – Public Spaces Protection Order, which currently covers: • Failing to pick up after your dog • Failing to carry poop bags • Allowing dogs to enter a gated children's play area All are enforceable by a Fixed Penalty Notice when those responsible are identified by witnesses/CCTV. In addition, new signage being sought for various locations and this will be added to the Community Action Team (CAT) plan. Members **NOTED** the report.
B)	**TRAFFIC REGULATION ORDERS (TRO) - UPDATE** Update from TWC Highways and previously shared with Members. Locations include, but are not limited to, Marlborough Way/Spring Terrace, Magnolia/Damson Drive, Churchward Drive, The Cloisters. Details of the public consultation can be found on the TWC website and will be shared across LOPC coms. TRO Lawley Square Traffic Regulation Order 2024 Amendment No.22 Lawley Square – continued calls for restrictions within the location. Public consultation was to take place July/August, since advised November 2026. Members **NOTED** the update.
C)	**EVENTS UPDATE** Verbal reported presented by S Bailey, with a copy attached to the minutes. Members **NOTED** the verbal update.
D)	**PARISH NEWSLETTER** Previously used Blue Market Media but the service was very inadequate, as the delivery was late and not all households received a newsletter. A formal complaint was raised, the investigation and response to which was disappointing but not a surprise and despite the company assuming it would receive future work, they were told this would not be the case and that they would not be recommended to any Council within the Telford area.

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	The next edition is due at the end of November and Council is to consider which publisher to use and the distribution method. Members discussed the lack of reliable delivery services and costs involved with providing all households with a copy. Many Town/Parish Councils now upload their newsletters online and print some copies to be held in offices, local shops, supermarkets, assisted living accommodation and coffee mornings. Posters could also be displayed in the noticeboards, with a QR code to direct residents to the website and advise where paper copies could be collected. In addition, the Council could purchase several stands for the newsletters ranging from £50 each, which could also be used at events and for other publications. If individual Councillors would like copies for their areas, these could be ordered too. Cllr Holding suggested utilising the community libraries too and Cllr Hannington thought the Lawley & Horsehay Golf Club would also be a good location. Two quotes had been obtained for printing, Badgerprint, 1000 copies for £449.00 and Telford Repro, 1,200 copies for £488.00. Cllr Holding **PROPOSED** to use Badgerprint for 1000 copies and for the purchase of 10 display stands. Cllr Hannington **SECONDED**. All Members **IN FAVOUR**.
E)	**COMMUNITY ACTION TEAM – REPORT (APPENDIX G)** Members **NOTED** the report.
2026/063	**CORRESPONDENCE** Letter from a member of the Vickers Family regarding Barrack House in Lawley Bank, with a personal insight into family life growing up in the dwelling as the last tenants. With their permission, this will be incorporated into the Lawley & Overdale History Trail. The Council has thanked Mrs Cruxton for sharing the details. **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.**
2026/064	**CONFIDENTIAL ITEMS** None
2026/065	**AGENDA ITEMS FOR NEXT MEETING** To be sent to the Clerk.
2026/066	**DATE OF NEXT MEETING** The date of the next Parish Council meeting is due to take place on **TUESDAY 10TH NOVEMBER 2026** at Dawley Baptist Church commencing at 6:00pm

Meeting closed at 8.20pm

Signed: …… **Date: ……**

Chair: ……..

Events update – S Bailey

<u>Summer Fest</u>

- Saturday 4th July 2026, at the Village Green, Lawley, 1:00 pm to 7:00 pm
- first year the duration was reduced - feedback from staff/suppliers highly positive
- dry weather contributed to excellent attendance with a friendly and enjoyable atmosphere throughout the day
- feedback from residents, stall holders, suppliers, and vendors was overwhelmingly favourable, with praise received for the organisation, variety of activities, and community spirit

- total event cost was £19,185, funded by the Parish Council (£6,685), Councillor Pride Funding (£1,500), BVT (£5,000), and Lawley Community Consortium (£6,000)
- fundraising for Severn Hospice from this event currently stands at £685.58
- next Summer Fest is scheduled for Saturday, 3rd July 2027

Summer School Holiday Activities 2026

- due to unavailability of the Carpenter Centre, all activities held at the Lawley Community Centre
- a total of 20 holiday sessions, including cooking, circus skills, magic, crafting, and science
- new sessions included Relax Kids and Montessori Rainbow
- attendance was strong across most sessions
- also promoted the Telford & Wrekin Urban Games
- total cost of activities was £3,275, funded by Councillor Pride Funding, Wrekin Housing Plus Group, Parish Council, and BVT

Lawley 5K Fun Run 2026

- Saturday 5th September 2026
- partnership between the Parish Council, Lawley Running Club, and BVT Lawley
- participation was increased from 250 to 350 runners, with all spaces sold out and a substantial waiting list
- additional sponsors contributed to enhanced participant goody bags, the largest to date
- feedback from participants and spectators was overwhelmingly positive, received both in person and via social media
- approximately £2,100 was raised for the chosen charity, Severn Hospice

October Half Term

- collaboration with Elementary Entertainment, a "Spooky Solutions" science show on Wednesday 28th October, from 5:00 pm to 6:30 pm
- a Halloween fancy dress competition will also take place
- children attending will receive a small goody bag
- 60 tickets available and will be released at the end of the month, with all proceeds donated to Severn Hospice
- cost of the Elementary Entertainment event is £250

Community Act of Remembrance

- Sunday, 8th November 2026
- Telford Concert Band will again by part of the service
- Steph Worrall from Telford Minster is expected to facilitate the service
- invitations are being sent to schools and organisations to confirm representatives

Christmas Pantomime

- Saturday 28th November 2026, from 1:30 pm to 2:30 pm
- Northeast Productions will perform "Jack and the Beanstalk" at a cost of £240
- to date, 36 tickets have been sold
- funds raised will benefit Severn Hospice

Lawley Christmas Fayre

- Saturday 5th December 2026, from 2:00 pm to 5:00 pm at Lawley Primary School
- requests for stall holders via social media has resulted in over 60 expressions of interest so far
- supplier bookings and activity arrangements are underway
- event budget is £7,000, comprising £2,000 from the Parish Council, and £2,000 plus £3,000 from the Lawley Community Consortium

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- an additional £450 from Cllr Pride Funding will contribute towards gifts for children

Overdale Christmas Fayre

- Saturday 12th December 2026, from 2:00 pm to 5:00 pm at the Carpenter Family Centre
- social media promotion has attracted interest from over 30 stall holders so far
- supplier bookings and activity planning are in progress
- event budget is £5,000, supported by £4,000 from the Parish Council and £1,000 from Wrekin Housing Plus Group
- an additional £300 from Cllr Pride Funding will contribute to gifts for children

Over 60's Christmas Meals

- Saturday 19th and Sunday 20th December 2026.
- tickets will go on sale at the beginning of October 2026, priced at £5 per person
- Hammonds have been booked to provide catering
- Jack Dent will provide entertainment featuring singing and walkaround magic
- event budget is £4,200, funded by £3,000 from the Parish Council and £1,200 from Councillor Pride Funding

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Lawley & Overdale Parish Council

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

EXPENDITURE SHEET SEPTEMBER 2026

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
839	BACS260923 4ALLAUGUST	£360.00	£360.00	10500/6	16/09/26	01230	4 ALL FOUNDATION - YOUTH GROUP	£360.00
840	DDR260911PEACPRINT	£595.92	£595.92	10200/6	16/09/26	306/27/004558	PEAC C/O ACQUIS - PRINTER CONTRACT 11.09.26 TO 10.12.26	£595.92
841	BACS260918EONWARMEM	£21.30	£21.30	10600/5	16/09/26	KI-62B9F61A-0	EON NEXT - ELECTRICTY SUPPLY WAR MEMORIAL PERIOD 01.08.26 TO 31.08.26	£21.30
842	BACS260923ERCALGRANT	£310.00	£310.00	10500/3	16/09/26		Ercall Colts - LOPC GRANT FUNDING. MIN NO. FC2026/057(F) FINANCE REFERS	£310.00
843	BACS260923HISCOX	£4,103.20	£4,103.20	10200/11	16/09/26	547873367	HISCOX INSURANCE COMPANY LIMITED - INSURANCE 2026-2027	£4,103.20
844	BACS260923LEOCIRCUS	£700.00	£700.00	10600/1/5	16/09/26	540	LEO LOCO CICRUS - SUMMER ACTIVITES, CIRCUS WORKSHOPS - 12.08.26 AND 25.08.26	£700.00
845	BACS260923MIDLANDCOM	£217.54	£217.54	10200/10	16/09/26	0000178001	MIDLAND COMPUTERS LTD - IT SUPPORT	£217.54
846	BACS260923RAINXMAS	£264.00	£264.00	10600/1/5	16/09/26	19388	RAINBOWS - ADDITIONAL FACE PAINTER FOR LAWLEY XMAS EVENT ON 05.12.26	£264.00
847	BACS260923CREATION	£520.00	£520.00	10600/1/5	16/09/26	26-051	THE CREATION STATION - SUMMER CRAFT WORKSHOPS ON 28.07.26 & 19.08.26	£520.00

Signature _____ Signature _____

Date _____

Lawley & Overdale Parish Council

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

EXPENDITURE SHEET SEPTEMBER 2026

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
848	BACS260923UNITYFIRST	£536.80	£536.80	10600/1/5	16/09/26	0072	UNITY HEALTH PARTNERSHIP - FIRST AID SUPPORT LAWLEY 5K FUN RUN 05.09.26	£536.80
849	BACS260923TAXASSIST	£36.00	£36.00	10000/9	16/09/26	22572	TAX ASSIST - PAYROLL	£36.00
850	BACS260923LYRECO	£183.33	£183.33		16/09/26	6740920600	LYRECO UK LTD -	£183.33
	1	£164.34	10200/1				OFFICE EXPENSES - REMOVAL CONFID WASTE, PR PAPER, CLEANING PRODUCTS, STATIONARY	
	2	£18.99	10200/3				TEA BAGS	
851	BACS260923TELFCONBAN	£500.00	£500.00	10500/4	16/09/26		Telford Concert Band - GRANT FUNDING. MIN NO FC2026/057(F) FINANCE REFERS	£500.00
852	BACS260923TWCOLLIE	£108.00	£108.00	10100/1	16/09/26	4713161	TELFORD & WREKIN COUNCIL - OLLIE TRAINING PACKAGE 2026/02027	£108.00
853	BACS260923WMSRGRANT	£500.00	£500.00	10500/3	16/09/26		WEST MERCIA SEARCH & RESCUE - GRANT FUNDING MIN REF FC2026/057 (F) FINANCE REFERS	£500.00
854	BACS260923ELEMHOVER	£350.00	£350.00	10600/1/5	16/09/26	017	ELEMENTARY ENTERTAINMENT LIMITED - HOVERCRAFT SCIENCE EVENT - SUMMER ACTIVITES	£350.00
855	BACS260923ELEMLEGO	£350.00	£350.00	10600/1/5	16/09/26	019	ELEMENTARY ENTERTAINMENT LIMITED - LEGO RAMP RACES SUMMER ACTIVITIES	£350.00

Signature _____ Signature _____

Date _____

Lawley & Overdale Parish Council

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

EXPENDITURE SHEET SEPTEMBER 2026

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
856	BACS260923MONTRAIN	£135.00	£135.00	10600/1/5	16/09/26	0017	THEMONTESSORI RAINBOW - NATURE STORY AND SESSION. SUMMER ACTIVITES X3	£135.00
857	BACS260926TWCSBCREDI	£134.75	£134.75		16/09/26	4170798	TELFORD & WREKIN COUNCIL - GPC CREDIT CARD S BAILEY PERIOD 27.06.26 TO 27.07.26	£134.75
	1	£24.59	10600/1/5		AMAZON - EVENT SUPPLIES - CABLE TIES, ROPE			
	2	£39.91	10600/1/5		AMAZON - EVENT SUPPLIES - CHAIN AND LOCKS			
	3	£10.42	10200/12		ADOBE SUB			
	4	£48.53	10600/1/5		ADOBE SUBSCRIPTION			
	5	£1.30	10800		PARKING TELFORD TOWN CENTRE - BANKING			
	6	£10.00	10600/1/5		STARDUST - EVENTS			
858	BACS260923TWCSBGIFF	£12.00	£12.00	30100/4	16/09/26	4710798	TELFORD & WREKIN COUNCIL - GPC CREDIT SB PERIOD 27.06.26 TO 27.07.26 2 X OFFICE MOBILE TOP UP	£12.00
859	BACS260923PFKEXTERNA	£1,638.00	£1,638.00	10400/1	17/09/26	SB20262302	PKF LITTLEJOHN - EXTERNAL AUDIT 2025-2026	£1,638.00
860	BACS260923SPARKLCC	£1,410.00	£1,410.00	20100/2	17/09/26		SPARKLES - CARETAKING/CLEANING SEPTEMBER 2026	£1,410.00
861	BACS260923TWCLCC	£76.08	£76.08		17/09/26	4173184	TELFORD & WREKIN COUNCIL - SUPPLY TO LLC AUGUST 2026	£76.08
	1	£36.54	20200/2		LECTRICTY			
	2	£39.54	20200/1		GAS			

Signature _____ Signature _____

Date _____

Lawley & Overdale Parish Council

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

EXPENDITURE SHEET SEPTEMBER 2026

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
862	BACS260923ULTRALCC	£30.00	£30.00	20200/6	17/09/26	30132	ULTRA CLEAN - EXTERNAL WINDOW CLEAN 10.08.26	£30.00
863	DDR260928WATERLCC	£64.72	£64.72	20200/3	17/09/26	INVI - 1342984	WATERPLUS - WATER USAGE PERIOD 07.08.26 TO 07.09.26	£64.72
864	BACS260923FCCWASTE	£444.02	£444.02	20200/4	17/09/26	47010	FCC ENVIRONMENT - WASTE COLLECTION PERIOD 01.10.26 TO 31.12.26	£444.02
865	DDR260922EDFGASUNIT2	£112.10	£112.10	30100/1	17/09/26	KI-985C4B94-0	EDF - GAS SUPPPLY UNIT 2 PERIOD 01.08.26 TO 02.09.26	£112.10
866	BACS260923KYK35429	£15.00	£15.00	30100/6	17/09/26	HYK35429	HYKLEEN - EXTERNAL WINDOW CLEANING ON 02.09.26	£15.00
867	BACS260923HYK3527	£15.00	£15.00	30100/6	17/09/26	HYK35237	HYKLEEN - EXTERNAL WINDOW CLEANING ON 20.08.26	£15.00
868	BACS260923SPARKUNIT2	£60.00	£60.00	30100/7	17/09/26		SPARKLES - CARETAKING/CLEANING UNIT 2 SEPTEMBER 2026	£60.00
869	DDR260901WATERUNIT2	£61.39	£61.39	30100/3	17/09/26	INV13240026	WATERPLUS - WATER USAGE PERIOD 12.07.26 TO 12.08.28	£61.39
870	DDR260918EONUNIT2	£140.57	£140.57	30100/2	17/09/26	KI-38EF7244-0	EON NEXT - ELECTRICITY SUPPLY PERIOD 01.08.26 TO 02.09.26	£140.57

Signature _____ Signature _____

Date _____

Lawley & Overdale Parish Council

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

EXPENDITURE SHEET SEPTEMBER 2026

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
Sub Total		£14,004.72	£14,004.72					
Total		£14,004.72	£14,004.72					

Signature _____ Signature _____

Date _____

Lawley & Overdale Parish Council

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

EXPENDITURE LIST OCTOBER 2026

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
868	BACS260923SPARKUNIT2	£60.00	£60.00	30100/7	17/09/26		SPARKLES - CARETAKING/CLEANING UNIT 2 SEPTEMBER 2026	£60.00
878	BACS261023CATHEDRAL	£149.76	£149.76	30100/5	15/10/26	MI/1808666	CATHEDRAL LEASING - HYGIENE SUPPLY UNIT 2 ANNUAL	£149.76
879	DDR261021EDGGAS	£108.56	£108.56	30100/1	15/10/26	KI-985C4B94-0	EDF - GAS USAGE PERDIO 03.09.26 TO 30.09.26	£108.56
880	DDR261022EONELECTUNI	£59.57	£59.57	30100/2	15/10/26	KI-38EF7244	EON NEXT - ELECTRICITY USAGE PERIOD 03.09.26 TO 30.09.26	£59.57
881	BACS261023HYK151026	£15.00	£15.00	30100/6	15/10/26	HYK36088	HYKLEEN - WINDOW CLEANING ON 15.10.26	£15.00
882	BACS261023HYK160926	£15.00	£15.00	30100/6	15/10/26	HYK35622	HYKLEEN - WINDOW CLEANING ON 16.09.26	£15.00
883	BACS261023HYK25871	£15.00	£15.00	30100/6	15/10/26	HYK35871	HYKLEEN - WINDOW CLEANING ON 30.09.26	£15.00
884	BACS261023SPARKOCT	£60.00	£60.00	30100/7	15/10/26		SPARKLES - OFFICE CLEANING OCTOBER 2026	£60.00
885	BACS261001WATERUNIT2	£27.11	£27.11	30100/3	15/10/26	INV13488185	WATERPLUS - WATER USAGE PERIOD	£27.11

Signature _____ Signature _____

Date _____

Lawley & Overdale Parish Council

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

EXPENDITURE LIST OCTOBER 2026

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
886	BACS261023GPCMWRIGH3	£12.00	£12.00	30100/4	15/10/26	4716857	TELFORD & WREKIN COUNCIL - GPC CREDIT CARD M WRIGHT PERIOD 28.07.26 TO 26.08.26. 2 C OFFICE MOBILE TOP UP GIFF GAFF	£12.00
887	BACS261023GPCBAILEY3	£12.00	£12.00	30100/4	15/10/26	4716858	TELFORD & WREKIN COUNCIL - GPC CREDIT CARD S BAILEY PERIOD 28.07.26 TO 26.08.26. 2 X OFFICE MOBILE TOP UP GIFF GAFF	£12.00
888	BACS261023GPCFIRSTAI	£8.79	£8.79	20300/8	15/10/26	4716857	TELFORD & WREKIN COUNCIL - GPC CREDIT CARD M WRIGHT PERIOD 28.07.26 TO 26.08.26. REPLACEMENT FIRST AID KIT - AMAZON	£8.79
889	BACS261023LCCREPAIRS	£485.00	£485.00	20300/8	15/10/26		A&E PROPERTY MAINTENANCE - VARIOUS REPAIRS - TOILET, DOOR LOCK, COATPEGS, PAPER DISPENCER	£485.00
890	BACS261023ULTRA0510	£30.00	£30.00	20200/6	15/10/26	30550	ULTRA CLEAN - EXTERNAL WINDOW CLEAN ON 05.10.26	£30.00
891	BACS261023TWCENERGY	£116.35	£116.35		15/10/26	4718296	TELFORD & WREKIN COUNCIL - ENERGY SUPPLY LCC SEPTEMBER 2026	£116.35
	1	£47.82	20200/2		ELECTRICITY			
	2	£68.53	20200/1		GAS			
892	BACS261023ULTRA0709	£30.00	£30.00	20200/6	15/10/26	30262	ULTRA CLEAN - EXTERNAL WINDOW CLEAN ON 07.09.26	£30.00

Signature _____ Signature _____

Date _____

Lawley & Overdale Parish Council

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

EXPENDITURE LIST OCTOBER 2026

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
893	BACS261023PREMSOUL	£312.00	£312.00		15/10/26	SI-2625	PREMIER SOLUTIONS & ELECTRICAL SOLUTIONS LTD - ANNUAL CHECKS	£312.00
	1	£192.00	30200/1		FIRE ALARM SERVICE FEE			
	2	£120.00	30200/5		SECURITY ALARM SERVICE FEE			
894	BACS261023YOUTHGROUP	£360.00	£360.00	10500/6	15/10/26	INV-01328	4 ALL FOUNDATION - YOUTH GROUP SEPT 2026	£360.00
895	BACS261023GDTC	£500.00	£500.00	10600/1/5	15/10/26	498	GREAT DAWLEY TOWN COUNCIL - DAWLEY BANK FESTIVE FUN	£500.00
896	BACS261019EONWARMOM	£21.01	£21.01	10600/5	15/10/26	KI-62B9F61A-0	EON NEXT - ELECTRICTIY USAGE WAR MEMORIAL PERIOD 01.09.26 TO 30.09.26	£21.01
897	BACS261023INSURANCE	£106.91	£106.91	10200/11	15/10/26	560545334	CAME & CO - AJ GALLAGHER - 2026-2027 INSURANCE.ORGINAL AMOUNT INCORRECT.TOTAL BALANCE £4201.11	£106.91
898	BACS261023NOTICEBOAR	£900.00	£900.00	10500/6	15/10/26	12945	THE PARISH NOTICEBOARD COMPANY - NOTICEBOARD FOR LAWLEY BANK. CLLR PRIDE FUND.	£900.00
899	BACS261023RAINBOWSOV	£528.00	£528.00	10600/1/5	15/10/26	19083	RAINBOW FACES LTD - 2 X FACEPAINTERS FOR OVERDALE XMAS EVENT	£528.00
900	BACS261023LRCFUNRUN	£122.00	£122.00	10500/6	15/10/26	LRCEV26	LAWLEY RUNNING CLUB - INSURANCE FOR 5K FUN RUN. P.SHIP WORKING	£122.00

Signature _____ Signature _____

Date _____

Lawley & Overdale Parish Council

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

EXPENDITURE LIST OCTOBER 2026

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
901	BACS261023MARKETMOWE	£649.00	£649.00	10600/9/4	15/10/26	117242	MARKET DRAYTON MOWERS - MOUNTFIELD SP555V WALK BEHIND MOWER.	£649.00
902	BACS261023MIDCOMPUTE	£217.54	£217.54	10200/10	15/10/26	0000178741	MIDLAND COMPUTERS LTD - IT CONTRACT	£217.54
903	BACS261023NORTHEAST	£120.00	£120.00	10600/1/5	15/10/26	12089	NORTHEAST PRODUCERS LTD - DEPOSIT FOR XMAS PANTO	£120.00
904	BACS261023OYSTER	£159.50	£159.50	10200/6	15/10/26	3633	OYSTER COMMUNICATIONS LTD - REMOTE BILLING PERIOD 09.06.26 TO 21.09.26	£159.50
905	BACS261023TAXASSIST	£36.00	£36.00	10000/9	15/10/26	22725	TAX ASSIST - PAYROLL CONTRACT	£36.00
906	BACS261023TFMSCREWS	£1.61	£1.61	10600/9/4	15/10/26	SIN8900215	TFM LTD - SCREWS	£1.61
907	BACS261023TWCKETAUGU	£225.00	£225.00	10200/15	15/10/26	4716753	TELFORD & WREKIN COUNCIL - ELECTRICTIY KETLEY BROOK 2026	£225.00
908	BACS261023TWCKETSEPT	£153.00	£153.00	10200/15	15/10/26	4717316	TELFORD & WREKIN COUNCIL - ELECTRICTIY KETLEY BROOK SEPT 2026	£153.00
909	BACS261023TWCTTTSUMM	£80.00	£80.00	10600/1/5	15/10/26	4716785	TELFORD & WREKIN COUNCIL - ROOM HIRE CARPENTER CENTRE TTT SUMMER EVENT 06.06.26	£80.00

Signature _____ Signature _____

Date _____

Lawley & Overdale Parish Council

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

EXPENDITURE LIST OCTOBER 2026

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
910	BACS261023TWXTTTJULY	£40.00	£40.00	10600/1/5	15/10/26	4716784	TELFORD & WREKIN COUNCIL - ROOM HIRE TTT OVERDALE JULY 2026	£40.00
911	BACS261023TWCTTTJUNE	£60.00	£60.00	10600/1/5	15/10/26	4716783	TELFORD & WREKIN COUNCIL - ROOM HIRE TTT JUNE 2026	£60.00
912	BACS261023TWCTTTMAY	£80.00	£80.00	10600/1/5	15/10/26	4716782	TELFORD & WREKIN COUNCIL - ROOM HIRE TTT MAY 2026	£80.00
913	BACS261023SPARKLCC	£1,410.00	£1,410.00	20100/2	19/10/26		SPARKLES - CARETAKING/CLEANING CONTRACT OCT 2026	£1,410.00
914	BACS261026WATERLCC	£62.62	£62.62	20200/3	19/10/26	INVI13678311	WATERPLUS - WATRE USAGE PERIOD 07.09.26 TO 07.10.26	£62.62
915	DDR261023PENSINSULA	£121.57	£121.57	10200/12	19/10/26	U005961076	PENINSULA - HR CONTRACT	£121.57

Signature _____ Signature _____

Date _____

Lawley & Overdale Parish Council

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

EXPENDITURE LIST OCTOBER 2026

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
916	BACS261023TWCGRCSB	£1,787.54	£1,787.54		19/10/26	4716858	TELFORD & WREKIN COUNCIL - GPC CREDIT CARD S BAILEY 28.07.26 TO 26.08.26	£1,787.54
	1	£41.00	10500/6		TAFS GARDEN COMPANY - NAILS, SCREWS, PAINT PAINTERS. CLLR PRIDE FUND			
	2	£8.80	10600/1/5		MORRISONS - REFRESHMENTS FOR PANTO			
	3	£10.42	10200/12		ADOBE SUB			
	4	£134.89	10600/1/5		FIRST4NUMBERS - RACE NUMBERS FOR FUN RUN			
	5	£5.97	10600/1/5		AMAZON - SAFETY PINS FOR FUN RUN			
	6	£12.99	10600/1/5		AMAZON - RECEIPT BOOK FOR EVENTS			
	7	£6.96	10600/1/5		MORRISONS - REFRESHMENTS FOR BRUNCH & BOARDGAMES.			
	8	£3.70	10600/1/5		MORRISONS - REFRESHMENT FOR HOLIDAY ACTIVI			
	9	£62.82	10500/6		SP BW SWEETS - SWEETS FOR FUN RUN			
	10	£51.52	10500/6		AMAZON - SWEETS FOR FUN RUN			
	11	£21.87	10500/6		AMAZON - BATH BOMBS & LIP GLOSS FOR FUN RUN			
	12	£1.30	10600/1/5		TELFORD SHOPPING CENTRE - PARKING SPONSOR ENQUIRIES			
	13	£400.98	10500/6		AMAZON - LIP BALMS & BATH BOMBS FOR FUN RUN			
	14	£1.75	10600/1/5		MORRISONS - REFRESHMENTS FOR HOLIDAY ACTI			
	15	£350.93	10500/6		ALIBABA.COM - COOLING ARMS FOR FUN RUN			
	16	£50.38	10500/6		TEMU STANDS PHONE STANDS FUN RUN GOODY B			
	17	£18.69	10500/6		TEMU - KEY RINGS FOR FUN RUN GOODY BAGS			
	18	£48.53	10200/12		ADOBE SUIB			

Signature _____ Signature _____

Date _____

Lawley & Overdale Parish Council

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

EXPENDITURE LIST OCTOBER 2026

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
19		£284.14	10500/6		MEADOWDALE NURSEY - PLAMTS FOR CLLR PRIDE PROJECT			
20		£23.78	10500/6		AMAZON - 2000 SAFETY CLIPS			
21		£79.64	10500/6		CAPS FOR FUN RUN			
22		£166.48	10500/6		ALIBABA.COM STRESS BALLS FOR FUN RUN			
917	BACS261023TWCGPCMW	£419.78	£419.78		19/10/26	4716857	TELFORD & WREKIN COUNCIL - GPC CREDIT CARD M WRIGHT PERIOD 28.07.26 TO 28.08.26	£419.78
1		£36.29	10200/12		MIRCOSOFT SUB			
2		£36.29	10200/12		SUBCRIPTION MSOFT			
3		£73.50	10500/6		MORRISONS - CRISPS FOR GOODY BAG FUN RUN			
4		£35.55	10600/1/5		MORRISONS - WATER FOR BLACKPOOL TRIP			
5		£180.00	10200/12		TV LICENCE RENEWAL			
6		£21.00	10500/6		MORRISONS - CRISPS FOR FUN RUN.			
7		£11.56	10600/1/5		MORRISONS - REFRESHMENTS FOR BRUNCH & BOARDGAMES			
8		£60.00	10500/6		SMYTHS SUPERSTORE - VOUCHERS FOR OG FOUl COMP. CLLR PRIDE FUND/MATCHFUNDING			
9		-£34.41	10200/1		PARTIAL REFUND FOR AIR CONDITIONERS - WHOP			
Sub Total		£9,677.22	£9,677.22					
Total		£9,677.22	£9,677.22					

Signature _____ Signature _____

Date _____

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

LANLEY AND OVERDALE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A: *has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
			✓
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

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

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

23/06/2026

and recorded as minute reference:

2026/032/B

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

Chair

Clerk

lanleyoverdale-pc.gov.uk

Section 2 – Accounting Statements 2025/26 for

LAWLEY AND OVERDALE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures **must** agree to underlying financial records.*
1. Balances brought forward	440,482	554,687	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value **must** agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	414,076	449,586	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	62,260	78,503	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	122,158	129,403	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	000.00	000.00	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	239,972	297,428	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	554,687	655,945	*Total balances and reserves at the end of the year. **must** equal (1+2+3) - (4+5+6).*

8. Total value of cash and short term investments	548,821	654,618	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	261,060	279,114	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	000.00	000.00	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

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

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

Date 23/06/2026

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

23/06/2026

as recorded in minute reference:

2026/032/B

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

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

In respect of **Lawley and Overdale Parish Council – SH0099**

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 (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

The AGAR was not accurately completed before submission for review:

- The smaller authority has confirmed that the response to Section 2, Box 11 is incorrect and should be 'Yes', as it is not a sole managing trustee.

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

None

3 External auditor certificate 2025/26

We 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.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature PKF LITTLEJOHN LLP Date 15/09/2026

LAWLEY AND OVERDALE
PARISH COUNCIL

APPENDIX D

Internal Financial Risk and Health & Safety Evaluation 2026/2027

Accounts Requirements	YES/ NO	COMMENTS
Are proper financial records kept in accordance with statutory requirements	Yes	Accounts are kept using EDGE IT reports and balanced monthly
Do the accounts comply with the Accounts and Audit Regulations 1996 (amended 2003 and 2006)	Yes	Annual Accounts audited by PKF LITTLEJOHN LLP
Are Annual Accounts formally approved and accepted by Councillors at a Parish Council Meeting	Yes	The accounts are approved and accepted as soon as possible after the end of the financial year
Internal Controls		
Does the Council have Standing Orders	Yes	Updated/reviewed as necessary and adopted at the Annual Meeting of the Council/when received
Does the Council have Financial Regulations that deal with the award of contracts for services or the purchase of capital equipment	Yes	
Have the Financial Regulations been formerly approved by the Council	Yes	Updated/reviewed as necessary and adopted at the Annual Meeting of the Council
Are the Financial Regulations regularly monitored and reviewed	Yes	Last reviewed and approved May 2026
Is there an annual review of contracts	Yes	Where applicable
Are there clear statements of management responsibility for each service	N/A	
Are expenditure targets regularly scrutinised	Yes	Quarterly Budget monitoring
Does the council have a code of practice for procurement and investment	Yes	As set out in Financial Regulations
Are there arrangements in place to detect fraud and corruption	Yes	Internal Audit carried out at least once per annum and financial status presented to Councillors for approval
Are the bank statements reconciled and independently reviewed	Yes	Examined by Internal Auditor and Councillors view/agree reconciliation at Full Council meetings bi-monthly
Internal Audit Assurance		
Is an Internal Audit carried out at least once per year	Yes	
Is the Internal Auditor independent from members of the Council	Yes	Letter of confirmation obtained
Does the internal audit review internal controls and their documentation	Yes	
Does the internal audit review minutes to ensure compliance with legal powers	Yes	
Does the internal audit assess that adequate insurance cover is in place	Yes	
Does the internal audit provide assurance to the Council that there is adequate internal control	Yes	Auditors report presented to Full Council for approval.
Is performance monitored against agreed standards for partnership working	N/A	
Is the annual precept adequate to ensure sound budgeting arrangements	Yes	

Legal Requirements		
Are all business activities within the legal powers applicable to local councils	Yes	
Is there assurance that funds granted to local community bodies are used solely for the specific powers under the relevant grant section	Yes	All applicants must complete a grant application form and fulfil specified criteria

Are all grant payments minuted and listed separately	Yes	All grants are listed upon consideration and copy placed in minutes
Do s137 payments ever exceed the legal limit	No	
Does the Council comply with restrictions on borrowing	N/A	The Council currently has no borrowings
Are all requirements met under employment law and HM Customs & Excise regulations	Yes	
Are all requirements met under Customs and Excise regulations e.g. VAT	Yes	
Are proper and accurate reports of council business recorded in the minutes	Yes	
Are the minutes available for public inspection	Yes	Available on website /hard copy
Are minutes properly numbered and paginated with a secure master copy	Yes	Cloud and hard copies kept
Is a proper Register of Members' Interests and Gifts of Hospitality in place, that is complete, accurate and current	Yes	Copy held by Clerk to the Council and with the Monitoring Officer at TWC
Does the Council meet the requirements for Quality Status or other accreditation	Yes	
Has a Code of Conduct for Members been formerly adopted	Yes	Adopted annually in May
Organisational Structure		
Does the Council have a plan of its organisational structure	Yes	Currently being updated
Budgets		
Are annual budgets produced for revenue and capital expenditure and approved by the Council	Yes	Takes place in January
Are there regular budget monitoring statements	Yes	Presented to Full Council periodically
Is performance against budgets monitored at regular intervals	Yes	Clerk monitors expenditure and recommends virement for approval when necessary
Income		
Is all income properly recorded and banked	Yes	
Are receipt books controlled with regular checks to ensure accurate recording of income received	Yes	Monthly bank reconciliations are approved by Council and approval is noted in the minutes
Are regular checks carried out to ensure there are no discrepancies between records	Yes	Monthly reconciliation carried out by the Clerk and approved by Council
Are all receipts accounted for in the bank	Yes	
Are full records held of all investments/reserves	Yes	Reserves

Are investment records held in a secure place	N/A	
Are investments reviewed regularly	N/A	
Are investment instructions authorised by the appointed signatories	N/A	
Control of Assets		
Is a list of all assets held and kept up to date	Yes	Updated periodically and when amendments occur
Are all assets checked on a regular basis to ensure they are kept in good repair	Yes	Clerk, staff, Councillors and Community Action Team
Are all assets adequately insured	Yes	
Are all valuables held on premises insured	Yes	
Bank Accounts		
Are secure records held of all accounts	Yes	Cloud & hard copy
Are regular bank reconciliations carried out	Yes	Monthly
Are instructions to open/close accounts properly authorised and reported to councillors	Yes	
Are bank statements regularly inspected by councillors	Yes	Bi-monthly by Full Council

Are all bank statements cross checked with income and expenditure recorded by internal audit	Yes	Bi-monthly by Full Council
Expenditure		
Is all expenditure properly recorded	Yes	Electronic and hard copies produced monthly using EDGE IT
Does all expenditure have supporting documentation e.g. invoices	Yes	Presented to Members upon expenditure approval
Is all expenditure properly authorised	Yes	Analysis of monthly payments presented to Members and approved at bi-monthly council meetings
Are invoices checked against orders made	Yes	
Is the quality and quantity of goods supplied checked against orders made	Yes	
Are invoices checked for accuracy	Yes	Monthly
Is regular stocktaking carried out	Yes	Stationery etc/asset inventory checked regularly
Are payments only made against original invoices	Yes	Including those of bank standing orders
Are cheque books kept secure	N/A	Not used
Are blank cheques ever signed	N/A	Not used
Are all cheques signed by two authorised signatories in accordance with the bank mandate	N/A	Not used
Are any cash payments made	No	
Is all expenditure properly recorded	Yes	
Does supporting expenditure documentation show the following details: - Payee, payment details, amount, authorised cheque signatory, cheque no. and payment date	Yes	Detailed list of payments supplied for approval by two Members, with a further two to authorise at the bank

VAT		
Are VAT reimbursements claimed and what is the frequency of such claims	Yes	VAT is claimed at least twice a year and is refunded directly. Council to enlist assistance from specialist.
Wages and Salaries		
Are all employee salaries properly authorised and recorded	Yes	
Are any salaries paid in cash	No	
Do all employees have a proper contract of employment	Yes	
Are salaries paid as agreed by NJC and recommended by NALC and SLCC	Yes	
Are salaries regularly reviewed	Yes	Annual appraisal undertaken and considered by Members
Are appropriate PAYE/NIC deductions made and paid to HM Customs & Excise	Yes	Paid to HMRC by internet banking according to Financial Regulations as specified by payroll administrator
Insurance		
Does the council have adequate insurance cover	Yes	
Is the insurance cover approved by Members	Yes	Annually
Is there adequate fidelity guarantee (= total of balances at 31st March plus half annual precept)	Yes	
Is there cover for public liability	Yes	£10,000,000
Is there cover for employers' liability	Yes	£10,000,000
Is there cover for libel and slander	Yes	£250,000

Is there cover for personal accident	Yes	£500,000 for any one person and £2,000,000 for any one incident
Are employees insured for personal accident	Yes	£50,000
Are Members insured for personal accident	Yes	£50,000
Is there cover for terrorism	Yes	£5,000,000

Is there cover for loss of money	Yes	
Is there separate cover for Lawley Community Centre and Unit 2?	Yes	Buildings & contents cover taken out and regular hirers have their own insurance
Are the buildings adequately insured	Yes	Lawley Community Centre - £540,772 Unit 2 Office – £267,203
Are the buildings insured for damage	Yes	
Are the contents of the buildings insured	Yes	
Are regular hirers of the rooms insured	No	Hirers are responsible for their own insurance
Is there cover for loss of gross revenue	Yes	£22,000
Lawley Community Centre		
Is there separate insurance cover	No	
Is the building regularly checked	Yes	Monthly
Do users of the centre know who to contact in an emergency	Yes	Caretaker/key holder details displayed on the premises – to contact Clerk/Centre Manager is required
Is there an intruder alarm system	Yes	Maintained and tested annually
Is there a fire alarm system	Yes	Maintained and tested annually
Is there a phone for public use	No	
Is there a first aid kit on the premises	Yes	
Are there adequate fire extinguishers	Yes	Maintained and tested annually
Is all electrical equipment regularly checked by a competent electrician	Yes	Annually PAT testing
Are emergency exits kept clear	Yes	
Are emergency exits adequately displayed	Yes	
Is the water adequately tested	Yes	
Is the heating system inspected regularly	Yes	Annually
Are hazardous materials i.e. cleaning materials adequately labelled and out of reach	Yes	Stored in separate room
Are regular hirers of the premises aware that they are responsible for their own property and liability insurance	Yes	All hirers are issued with conditions of hire
Are regular hirers informed of safety procedures to follow in case of emergency	Yes	All hirers are issued with safety procedure information
Unit 2 Office		
Is there separate insurance cover	No	
Is the building regularly checked	Yes	
Is there an intruder alarm system	Yes	Maintained and tested annually
Is there a fire alarm system	Yes	Maintained and tested annually
Is there a phone for public use	No	
Is there a first aid kit on the premises	Yes	
Are there adequate fire extinguishers	Yes	Maintained and tested annually
Is all electrical equipment regularly checked by a competent electrician	Yes	Annually PAT testing
Are emergency exits kept clear	Yes	
Are emergency exits adequately displayed	Yes	
Is the heating system inspected regularly	Yes	Annually
Is the water adequately tested	Yes	

LAWLEY AND OVERDALE
PARISH COUNCIL

GRANT APPLICATION FORM

Please refer to the Lawley & Overdale Parish Council Grants Policy before completing this form

1. Name of the organisation making the application:

Dawley Baptist Church (Bank Top Cafe)

2. Name and address of contact:

(Mandy Grogan Deacon)
Dawley Baptist Church
Park Road
Telford TF4 2BE

3. Contact number:

[redacted]

4. Email address:

[redacted]

5. Please provide details for payment by BACS:

[redacted]
Dawley Baptist Church
[redacted]

6. Aims and objectives of your organisation:

To provide a two course meal in a warm space to those in need in the local area. We provide a safe and friendly environment where people can go for friendship, conversation and respite from loneliness and isolation. We are open on fridays every week (with a few exceptions) for around 2hours. We don't charge but just request donations if people can afford. The donations received do not cover the cost of the food.

7. Details of intended use of grant:

The current cooker has reached the point that repairs would be as expensive as replacing it.
Weve had a quote of £4827.59 (including VAT but excluding fitting) for a replacement cooker.

8. Give any further information you wish to be considered with this application:

We are open on fridays every week (with a few exceptions) for around 2hours. We don't charge but just request donations if people can afford. The donations received do not cover the cost of the food. The cafe is staffed by a team of volunteers (mainly church members but not exclusively) we have approx 30-40 people attend most weeks.

9. Grant requested: £

1000

Previous grant awarded, if applicable:

£800 approx
Date:mar2025

Is the request for full or part funding of a project?: - Part (please delete as appropriate)
If part funding, how will the balance be provided?

From church funds

10. Finance details:

Please provide a copy of your last two bank statements and your last audited accounts, or your application will NOT be considered.

11. Contract:

I confirm that the body named on this application has authorised me to sign this agreement and to act on their behalf.
I certify that to the best of my knowledge, the information given in this application is true and accurate.
We agree to use the grant only for the purpose set out at 7 above.
We shall acknowledge this grant in our annual accounts.
We shall spend this grant within one year of the date of the payment.
The Parish Council reserves the right to ask for repayment of the grant in the following circumstances: -

- **if we breach this contract**
- **if we have submitted any dishonest or misleading information on this application**
- **if the grant is not spent within twelve months of receipt**
- **if we cease to exist, become insolvent, go into administration, receivership or liquidation**

We agree to these terms and conditions until the grant is spent in full.

12. Signature:

I confirm I have read the Lawley & Overdale Parish Council Grants Policy and submit my application as above:

Signature of applicant: ……

Print name: ……mandy grogan……..

Position in organisation: ……Deacon with oversight of Cafe……..

Office use only:

Grant approved: YES / NO
Date:

Amount: £

Additional comments:

GRANTS POLICY

Lawley & Overdale Parish Council (the Council) will consider applications for grants from voluntary or community groups, and charitable organisations.

To qualify for an award the applicant must be able to demonstrate that any funding from the Council will benefit:

1. The residents of the Parish
2. Regional/National Charitable organisations providing a service, which may benefit the local community.

The Clerk to the Council (The Clerk) will review all applications received and they will then be considered at the next meeting of the Full Council. Applications are welcome throughout the year.

In determining the validity of an application, the Full Council will refer to the following guidelines:

Applications will be considered for the following purposes:

1. For the purpose of purchasing equipment either in part or in full.
2. For the funding of transport that will enable group members to partake in a group trip or outing regardless of their incomes.
3. For training activities, or to purchase the expertise of an outside trainer/ instructor/ facilitator.
4. For activities that raise the profile of the area.
5. For running costs of a viable group that is experiencing a period of hardship.
6. For hosting special events or celebrations.
7. For the provision of recreational facilities.
8. For costs associated with starting up a new community group or charity.

Determining Applications:

All grants made to organisations will take into account the following criteria

1. The number of local people benefiting from the grant.
2. The nature of the benefit to local people.
3. The annual income of the organisation.
4. The annual expenditure of the organisation.

Conditions:

1. Grants will not be awarded to individuals.
2. Additional applications within a 12-month period will not be considered.
3. Applications must be sent to the Clerk.
4. The award must be used for the purpose for which the application was made.
5. If the group is unable to use the award for the stated purpose, all monies must be returned to the Parish Council.
6. Financial status as per item 16 on Grant application form “Please supply details of your most recent Annual Accounts below or attach a copy of your last audited accounts”. We regret that a grant will not be considered without this information.
7. A member of the organisation may be asked to attend a Council meeting or contact the Clerk to discuss the application.
8. All awards that are made must be acknowledged upon receipt and it is expected that the Council will be acknowledged for their support in any publicity connected with the project.

9. In reaching a decision about an application, the Council will consider the sustainability of the applicant.
10. All awards must be properly accounted for and evidence of expenditure should be supplied as requested.
11. Successful applicants will be required to submit a monitoring form on the success of the project. Failure to meet this requirement may result in a request for funds to be returned.
12. If the Council is not satisfied with the arrangements per item 11 on the grant application form, they reserve the right to request a refund of monies awarded.
13. Grant funding will be limited to £500 per application. However, consideration will be given to applications exceeding this amount in exceptional circumstances. Please contact the Clerk directly to discuss.

Eligibility:

1. The Parish Council will not fund activities outside its powers and functions.
2. The Parish Council will not fund projects that are already underway or have been completed.

LAWLEY AND OVERDALE
PARISH COUNCIL

GRANT APPLICATION FORM

Please refer to the Lawley & Overdale Parish Council Grants Policy before completing this form

1. **Name of the organisation making the application:**

Dawley Wanderers U12 Girls

2. **Name and address of contact:**

[redacted]

3. **Contact number:**

[redacted]

4. **Email address:**

[redacted]

5. **Please provide details for payment by BACS:**

Name of Bank: [redacted]

Name: [redacted]

[redacted]

[redacted]

6. **Aims and objectives of your organisation:**

Dawley Wanderers FC is an England Football Accredited grassroots football club based in Telford & Wrekin. Founded in 1993, the club operates as a community-focused, volunteer-run organization.

The primary aims and core objectives of the organization include:

Player Development & Inclusivity: Focus on developing confident, respectful players through inclusive sports participation. Coaching prioritizes player growth, learning, and long-term enjoyment over a "win-at-all-costs" mentality.
Providing Structured Pathways: Deliver structured team football and FA-standard coaching across multiple age brackets—from primary age groups up through youth football—competing locally in leagues such as the Telford Junior League.
Promoting Safe & Positive Environment: Uphold strict safeguarding, welfare, and equality standards as an accredited FA club, ensuring a safe, positive environment for young players, coaches, and parents.
Community Engagement & Accessibility: Keep youth football accessible and

affordable for local families through community fundraising, local business sponsorships, and dedicated volunteer support.

7. Details of intended use of grant:

Currently, the nearest accessible AED is located a 2-minute drive or 10-minute walk from our playing fields. In the event of a sudden cardiac arrest, every second counts, survival rates drop by 7–10% for every minute without defibrillation.

While a 2-minute drive may seem short on paper, matchday reality makes this route unreliable. Congested parking, crowded access routes, and the necessary time to retrieve keys and navigate traffic create significant delay. Walking back and forth takes at least 10 minutes, placing any victim well outside the critical 3-to-5-minute emergency response window.

Project Purpose & Impact Securing a dedicated, field-side AED eliminates these dangerous transit delays. Instant, pitch-side access ensures we can provide immediate, life-saving intervention for:

- **Players in our teams during weekly training and matchdays.**
- **Visiting opposition teams, match officials, and coaches.**
- **Parents, volunteers, and spectators attending matches.**

Conclusion Having an AED on-site is not just a safety precaution it is an essential piece of emergency equipment. A field-side AED guarantees that if a cardiac emergency occurs on our grounds, we are equipped to act instantly and give everyone on the pitch and sidelines the best possible chance of survival.

8. Give any further information you wish to be considered with this application:

In addition to supporting our registered participants, the club functions as an essential community hub for families throughout Lawley and Overdale, routinely welcoming visiting sides and supporters from across these adjacent areas every week.

9. Grant requested: £

500

Previous grant awarded, if applicable:

£
Date:

LAWLEY AND OVERDALE
PARISH COUNCIL

Is the request for full or part funding of a project?: Full / Part (please delete as appropriate)
If part funding, how will the balance be provided?

We have selected the iPAD SP1 (semi-automatic) defibrillator (inclusive of a protective carry case) at a cost of £1,074. This model was specifically chosen because it is officially approved and recommended by both The Football Association (FA) and the British Heart Foundation (BHF) for grassroots sports environments.

We are requesting co-funding through this grant to secure the device. We are confident in our ability to fully cover the remaining half of the cost through existing community initiatives, including:

- **Weekly Matchday Fundraising: Proceeds generated from our ongoing team hot drinks and refreshments stall.**
- **Local Business Outreach: Active engagement with local organizations and sponsors committed to supporting grassroots safety initiatives.**

Securing match funding through this grant will immediately catalyze our local efforts and allow us to deploy this critical life-saving asset pitch-side without delay.

10. Finance details:

Please provide a copy of your last two bank statements and your last audited accounts, or your application will NOT be considered.

11. Contract:

I confirm that the body named on this application has authorised me to sign this agreement and to act on their behalf.

I certify that to the best of my knowledge, the information given in this application is true and accurate.

We agree to use the grant only for the purpose set out at 7 above.

We shall acknowledge this grant in our annual accounts.

We shall spend this grant within one year of the date of the payment.

The Parish Council reserves the right to ask for repayment of the grant in the following circumstances: -

- **if we breach this contract**
- **if we have submitted any dishonest or misleading information on this application**
- **if the grant is not spent within twelve months of receipt**
- **if we cease to exist, become insolvent, go into administration, receivership or liquidation**

We agree to these terms and conditions until the grant is spent in full.

12. Signature:

I confirm I have read the Lawley & Overdale Parish Council Grants Policy and submit my application as above:

Signature of applicant: ……[redacted]……

Print name: Leonardo Marini

Position in organisation: Club DSO and U12Girls Assistant Manager

Office use only:
Grant approved: YES / NO Amount: £ Date:
Additional comments:

LOPC 2026/2027

APPENDIX E

APPLICANT	2023/2024	2024/2025	2025/2026	AMOUNT REQUESTED 2026/2027	AMOUNT AWARDED 2026/2027	LGA SECTION 2026/2027	MEETING DATE	COMMENTS
Cuan Wildlife Resuce	£500.00	£600.00	£776.00	£671.94	£671.94	s137	May-26	6,500 animals rescued, 54 within parish area. Funding for a cordless strimmer for environmental maintenance at the centre and to manage vegetation.
Project Linus UK		£750.00		£1,000.00	£1,000.00	s137	May-26	503 quilts donated in 2024/2025. Funding to purchase wadding and fabrics. Sewers meet every first Friday of the month. Quilts are given to sick and traumatized children.
Ercall Aces U12			£250.00	£310.00	£310.00	s19	Sep-26	To take 14 players for an away day to build friendships and help with mental health support. Coach, team manager and 6 players from Parish area. Some families are unable to afford extra activities
West Mercia Search & Rescue	£500.00	£500.00	£500.00	£500.00	£500.00	s137	Sep-26	New base at Tweedale Fire Station to provide a more rapid response to the community.This includes provision of new vehicle, updating the station/hub and new equipment. New vehicle £28K, works to hub £17K. Other grant
Telford Concert Band				£500.00	£500.00	s145	Sep-26	Contribution towards hall hire for rehearsals. Average pa £1,144. Band perform at charity and community events.
Dawley Wanderers U12 FC Girls				£500.00		s19	Nov-26	Assist with purchase of AED. 4 players from Parish and a welfare officer.
Dawley Baptist Church - Bank top café			£500.00	£1,000.00		s137	Nov-26	Assist with the purchase of a new cooker. Café providers a free two course meal every Friday. Serve approx 30-40 people.

	Funds allocated for year	Funds Awarded	Funds remaining
LGA 1972 S137	**£4,000.00**	**£2,171.94**	**£1,828.06**
General Powers			
LGA 1972 s145	**£2,000.00**	**£500.00**	**£1,500.00**
Entertainment			
LGA 1972 s19	**£2,000.00**	**£310.00**	**£1,690.00**
Recreation & Sports			
	£8,000.00	**£2,981.94**	**£5,018.06**

APPENDIX F

LAWLEY AND OVERDALE
PARISH COUNCIL

Volunteering Recruitment Policy

1. Introduction

Lawley and Overdale Parish Council, the Council, recognises and values the significant contribution that volunteers make to enhancing the wellbeing of our community. Volunteers provide valuable support to Council led initiatives, helping to deliver projects, events and services that benefit residents.

This policy outlines the Council's approach to volunteering and establishes the principles under which volunteers and the Council will work together. It aims to ensure that volunteering is safe, rewarding, inclusive and well managed.

This policy applies to individuals who volunteer their time to support Council led or Council approved activities, but who are not employees of the Council.

Nothing in this policy creates a contract of employment or any legally binding agreement between the Council and its volunteers.

2. Policy Statement

The Council is committed to promoting volunteering in a way that is safe, inclusive and beneficial to both volunteers and the local community.

The Council will:

- support safe, meaningful and enjoyable volunteering opportunities
- treat all volunteers fairly, with dignity and respect
- promote equality, diversity and inclusion
- provide appropriate induction, training, supervision and support
- ensure volunteers receive relevant health and safety information
- maintain appropriate insurance cover for authorised volunteer activities
- comply with all relevant legislation, including health and safety, safeguarding and data protection requirements
- recognise and value the contribution made by volunteers

3. Equality, Diversity and Inclusion

The Council is committed to providing volunteering opportunities that are accessible to everyone regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Reasonable adjustments will be made wherever practicable to enable volunteers to participate safely and effectively.

Discrimination, bullying, harassment or victimisation will not be tolerated.

DRAFT

4. Definition of a Volunteer

A volunteer is someone who freely gives their time, skills, knowledge and experience to support the work of the Council without receiving payment.

Volunteers are not employees and are not entitled to employee benefits. Volunteering is undertaken by mutual agreement and either party may end the arrangement at any time.

5. Scope of Volunteering

Volunteer activities may include, but are not limited to:

- supporting History Trail walks
- assisting with Tea, Toast and Talk sessions
- helping at community events
- supporting environmental improvement projects
- children's holiday activities
- litter-picking
- minor grounds maintenance (for example, planting, weeding and tidying)
- administrative or promotional tasks
- other activities approved by the Council

Volunteering opportunities may be one-off, short-term or ongoing.

6. Recruitment and Selection

Volunteer opportunities will normally be advertised through the Council's website, newsletters, noticeboards and social media channels.

Depending on the nature of the role, the Council may require:

- completion of a volunteer application form
- an informal meeting or interview
- references
- identity checks
- a Disclosure and Barring Service (DBS) check where required by law or considered appropriate for the role

The level of recruitment will always be proportionate to the responsibilities of the volunteer role.

DRAFT

7. Induction, Training and Supervision

Volunteers will receive appropriate support to enable them to carry out their role safely and effectively.

This may include:

- a role description or summary of duties
- an induction relevant to the activity
- appropriate training
- copies of relevant Council policies
- copies of relevant risk assessments
- information about emergency procedures
- details of who to contact for advice or support

Each volunteer activity will have an events/volunteer coordinator or the Clerk, who will provide guidance and support.

8. Health and Safety

The Council is committed to protecting the health, safety and wellbeing of volunteers.

Before any volunteer activity begins:

- suitable risk assessments will be completed and approved by the volunteer coordinator/Clerk
- appropriate control measures will be implemented
- volunteers will receive relevant safety information

Volunteers are expected to:

- follow all health and safety instructions
- carry out only those tasks they have agreed to undertake
- wear suitable clothing and any personal protective equipment provided
- use equipment safely and only where competent to do so
- report hazards, accidents, incidents and near misses immediately
- stop work and inform the designated supervisor or Clerk if they believe an activity presents an unacceptable risk

Volunteers should not undertake tasks they do not feel physically capable or sufficiently trained to carry out.

Where appropriate, suitable first aid arrangements will be in place.

DRAFT

9. Young volunteers aged 16 to 25 years old

The Council recognises that volunteering is a great way for young people to learn and develop new skills, gain experience for their future employment and to help their local community.

The Council will protect young volunteers and make sure their volunteering experience is a positive one.

To do this, the Council will conduct a Risk Assessment specifically for young volunteers to identify any potential safeguarding issues that may occur with the tasks that they are asked to undertake.

These include:

- the potential risks for exploitation of the young volunteers, such as hours and type of work and sexual exploitation and grooming
- the possible emotional impact of tasks
- the impact of pressures young people might be experiencing in their lives (for example during exams)

Parent/carer permission will be required for all volunteers under 18 years of age.

10. Safeguarding

The Council is committed to safeguarding children, young people and adults at risk.

Where volunteer activities involve contact with vulnerable individuals, volunteers must comply with the Council's Safeguarding Policy.

Any safeguarding concern must be reported immediately to the Clerk or in their absence the Deputy Clerk.

Where appropriate, volunteers may be required to undergo a DBS check before undertaking certain activities.

10. Insurance

The Council maintains appropriate Public Liability and Employers' Liability insurance for authorised volunteer activities.

Insurance cover applies only while volunteers are undertaking approved Council activities and following Council policies and procedures.

11. Expenses

The Council recognises that volunteers should not normally be out of pocket while undertaking approved volunteering activities.

Reasonable and pre-approved expenses, such as items purchased on behalf of the Council, will be reimbursed upon submission of valid receipts.

DRAFT

Approval should be obtained from the Clerk before expenditure is incurred.

12. Standards of Conduct

Volunteers are expected to:

- act honestly, responsibly and respectfully
- follow Council policies and procedures
- respect confidentiality where appropriate
- treat members of the public, councillors, staff and fellow volunteers courteously
- notify the Council if they are unable to attend an agreed volunteering activity
- declare any actual or potential conflicts of interest
- avoid behaviour that could bring the Council into disrepute
- not speak to the media or make public statements on behalf of the Council unless authorised
- use social media responsibly when referring to Council activities and not share information or upload media before the Council does so
- not canvass on behalf of a political party or group

The Council will:

- treat volunteers fairly and with respect
- provide appropriate support and supervision
- listen to concerns and deal with them fairly
- provide a safe and inclusive volunteering environment

13. Evaluation

Volunteers will be asked to provide feedback by completing a short questionnaire and welcomes any other comments and suggestions to ensure the experience remains a positive one.

14. Confidentiality and Data Protection

Any personal information obtained during volunteering must be treated confidentially.

The Council will process volunteers' personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Volunteer information will only be collected where necessary, stored securely, retained only for as long as required, and shared only where permitted by law.

DRAFT

14. Concerns and Complaints

The Council encourages volunteers to raise concerns promptly.

Concerns should normally be discussed with the Clerk in the first instance.

The Council will aim to acknowledge concerns promptly and seek to resolve them informally wherever possible.

If a matter cannot be resolved informally, it may be referred to the Chair of the Council for further consideration.

The Council also reserves the right to end a volunteer arrangement where this is considered necessary, including where health and safety procedures are not followed or where conduct falls below the standards expected by the Council.

15. Ending the Volunteer Arrangement

Volunteers may stop volunteering at any time.

Where possible, volunteers are encouraged to provide reasonable notice so that arrangements can be made for the continuation of activities.

The Council may also end a volunteer arrangement at any time where it considers this appropriate.

Volunteers may be invited to provide feedback to help the Council improve its volunteering programme.

16. Review

This policy will be reviewed every three years, or sooner if required due to changes in legislation, best practice or Council procedures.

Document control

Policy: Volunteering Recruitment Policy
Council: Lawley and Overdale Parish Council
Version: 1
Adoption Date:
Review Date:

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LAWLEY AND OVERDALE
PARISH COUNCIL

Community Emergency Plan

clerk@lawleyoverdale.org.uk

01952 507865

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1. Be informed – Lawley & Overdale Parish Council's roles and responsibilities

The Civil Contingencies Act 2004 refers that the duty to respond to incidents falls to:

- Category 1 responders, primarily; blue light services, health teams and both County and Borough/District Councils
- Category 2 responders are also expected to respond which include all forms of transport and utilities companies.

Under the Act, Parish Councils are not duty-bound to respond but can still play a key part in preparing and responding as necessary.

Partnerships and hierarchy: Lawley & Overdale Parish Council will prepare and deliver a response to emergency incidents within the limits of their capabilities.

Telford & Wrekin Council, the emergency services and a number of other agencies work together to respond to any incidents.

In any major incident a Command-and-Control structure will be established through a Strategic Co-ordinating Group (SCG). This SCG will outline the roles and responsibilities in a response/recovery.

INSERT DETAILS OF TWC PLAN WHEN KNOWN

The local knowledge and insight of the Parish Council will be invaluable in the response and recovery phases. However, there are no statutory obligation on the Parish Council to deliver, lead or be involved in any way.

In relation to smaller incidents that are considered minor the Parish Council can deliver an autonomous, fair and measured response according to their ability and willingness to respond within the confines of their public liability insurance cover.

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1.1 Definition of an Emergency/Major Incident

The definition of an emergency in line with the Civil Contingencies Act (2004) is *an event or situation which threatens serious damage to human welfare, an event or situation which threatens serious damage to the environment*.

Types of potential emergencies that may impact on our community are:

- Flooding
- Fire
- Pandemic / Disease
- Terrorism / Civil Unrest
- Transport Accidents (Car, Rail, Aircraft)
- Industrial Accidents
- Utilities failure
- Severe weather

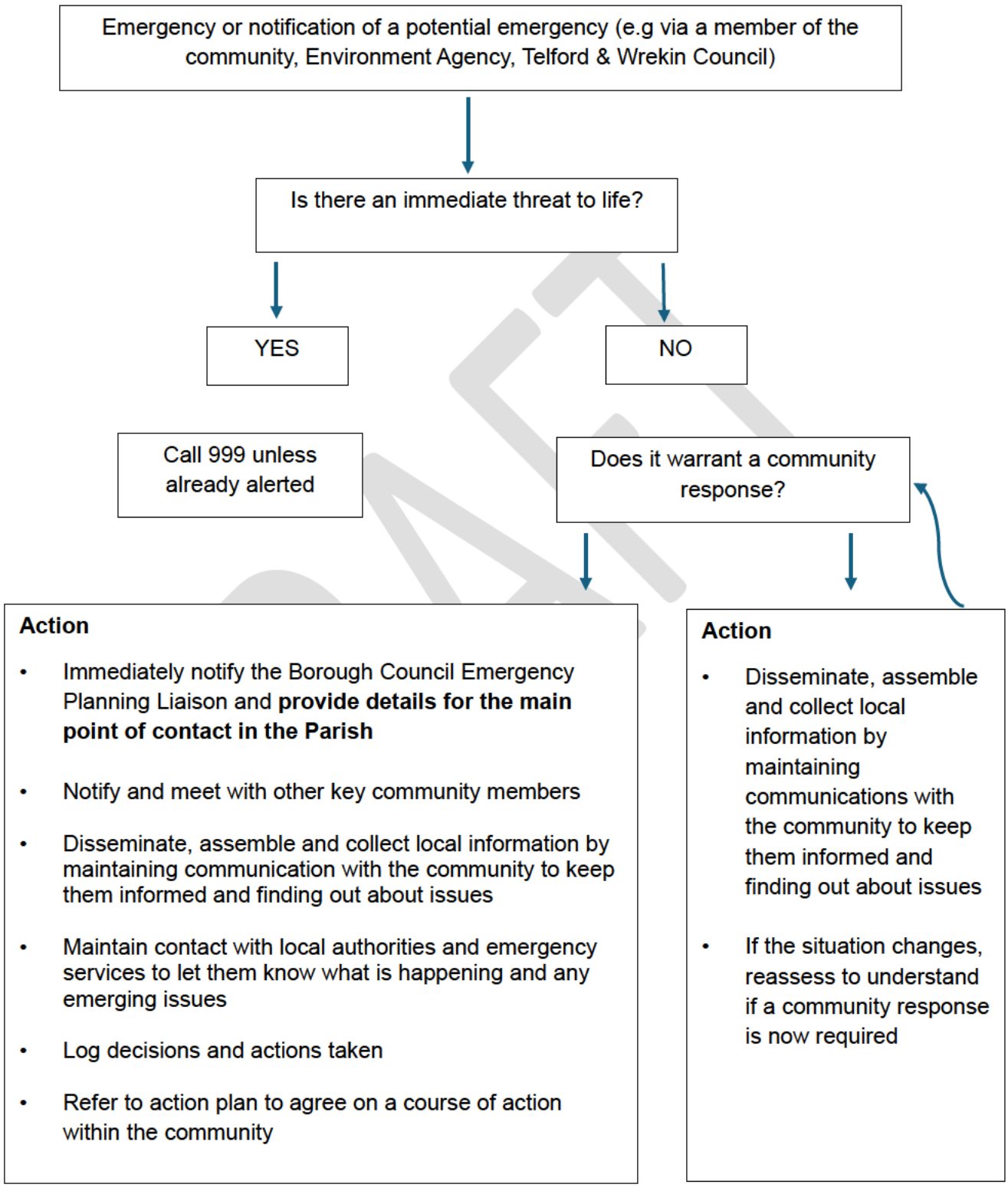
In the event of an emergency, the emergency services and Telford & Wrekin Council should be contacted immediately.

Telford & Wrekin Council | What happens in an emergency?

INSERT MORE DETAILS

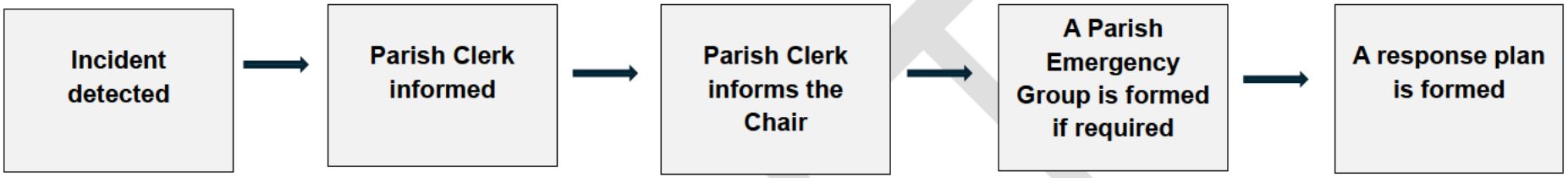
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1.2 Activation procedure and initial actions in an emergency



1.3 Activation procedures

The plan will be activated when an emergency response has been agreed:



The Chain of Command is as follows:

ROLE	RESPONSIBILITIES	RESPONSE FOLLOWING INCIDENT
Emergency Planning Co-ordinator (Parish Clerk)	• Will alert members and ensure Councillors are aware of their roles • Establish support required • Prepare and maintain the situation log report with the assistance of the Councillors	• Inform the Chair of the Council and start a log of actions and decisions • Coordinate the opening of the Emergency Rest Centre(s) if required
Co-Leader (Chair and Vice Chair of available Councillor)	• Provide the Parish authority and decision for actions • Direct any operations	• Establish a Parish Emergency Team
Community Liaison Officer (Parish Clerk)	• Co-ordination of volunteers • Communicate with the community via social media	• Identify volunteers with specialist knowledge
On-site Liaison Officer	• Located at the scene of emergency (if required) providing feedback to Co-Leaders	• Identify any vulnerable residents who may require assistance

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2. Local emergency responders and useful contacts

NAME OF ORGANISATION	CONTACT DETAILS	ROLES & RESPONSIBILITIES
Police	• Dial **999** in an emergency • For all non-emergency Police reporting dial **101** • Further details: Home | West Mercia Police	• Respond to incidents together with other emergency services • Co-ordinate emergency services, local authorities and other organisations during an emergency
Fire Service	• Dial **999** in an emergency • Further details: Home - Shropshire Fire & Rescue Service	• Respond to incidents together with the other emergency services • Fire-fighting and fire prevention • Detection, identification, monitoring and management of hazardous materials and protecting the environment
Ambulance & NHS	• Dial **999** in an emergency • For all NHS non-emergencies dial **111** • Further details: Your Health And Services - NHS Shropshire, Telford and Wrekin	• Respond to incidents together with the other emergency services • Identify and alert the appropriate receiving hospitals

Telford & Wrekin Council	• Monday to Friday 9:00am to 5:00pm
	• Saturday 9:00am to 1:00pm
	• Telephone **01952 380000**
	• Further details: Telford & Wrekin Council | Home
	• Out of hours emergencies contact details: Telford & Wrekin Council | Out of hours contact numbers
	  ◦ Domestic Violence **0800 7831359**
	  ◦ Flooding **01706 393187**
	  ◦ Homelessness **01952 676500**
	  ◦ Mental Health **0300 1240364**
	  ◦ Princes Royal Hospital **01952 641222**
	  ◦ Safeguarding (adults) **01952 676500**
	  ◦ Safeguarding (children) **01952 676500**
	  ◦ Street lighting & highways **01706 393187**
	• For deaf and hearing impaired use Relay UK - homepage | Relay UK and dial **18000**
		• Support the emergency services
		• Help the community recover
		• Help facilitate the provision of emergency accommodation
		• Identify and set up a safe place for the community to stay after being evacuated – known as rest centres
		• May act to protect property from flooding by water from the highway where there is a failure of the highway drainage system
		• Help facilitate road closures and diversions

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Lawley & Overdale Parish Council	• Parish Clerk, Jill Holland • Leonard Smith House, Unit 2 West Centre Way, Lawley, TF3 5HT • Monday to Thursday 9:00am to 5:00pm • Friday 9:00am to 4:30pm • Telephone **01952 507865** • Parish Councillors Our councillors - Lawley and Overdale Parish Council	• Smaller, local emergencies • Liaise and work with Telford & Wrekin Council
Environment Agency	• Incident hotline **0800 807 060** (24-hour service) • Floodline service **0345 986 1188 and** Type talk (for the hard of hearing) **0345 602 6340**	• Protect the environment and take reports of environmental pollution such as chemical or fuel spills, or any dead fish in ponds or pools • Issue flood alerts and warning to the public and implement flood defence where appropriate • Deal with emergency repairs and blockages on main rivers and own structures
Utility providers and emergency numbers	• Gas (Emergency Contacts | National Gas) 0800 111 999 • Power cut – dial 105 or visit UK Power Cut? Call 105 For Free | Find Your Electricity Provider to report power loss or damaged equipment or to check who your regional distribution company is • Contact your own distribution company direct Distribution Network Operator | UK Power Networks • Severn Trent Water 0800 783 4444	• Support statutory responders • Ensure continuity of supply • Provide alternative means of supply during an emergency if there is a threat to life • In case of water and power, have free services to support those who would suffer more in the event of supply interruption – this is regional and so does not matter who the bills are paid to
Animal welfare	• RSPCA - Advice and Welfare Information for Animals - RSPCA - rspca.org.uk • Cuan Wildlife Rescue - Cuan Wildlife Rescue – Rescue centre for sick and injured animals and birds	• Provide twenty-four hour emergency service for injured, trapped or stranded animals

In some cases, emergency services, local authorities and other organisation cannot deal with an emergency alone as part of their normal day to day activities. They will have to prioritise those in greatest need and/or may not be able to reach you immediately.

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3. Local emergency register and action plan

A local emergency register highlights the emergencies identified that might impact the community and contains actions to be undertaken if that risk emerges.

If residents are being evacuated, please ask them to tell their family, friends and carers where they are going. If they currently receive visits from the NHS or Social Care providers, ask them to let them know where they have gone to.

EMERGENCIES	POTENTIAL/KNOWN IMPACTS ON COMMUNITY	WHAT CAN YOU DO TO PREPARE	WHAT CAN YOU DO TO RESPOND	RESOURCE NEEDED
Flooding	• Arleston Lane • Blackbird Close • Dawley Road • Ercall View • Ketley Brook • The Rock Road/	• Sign up for flood alerts • Create a list of trusted volunteers with access to 4x4 vehicles who may be best accessed for use in emergencies. It must be remembered that no-one unqualified or trained should drive through flood water • Identified potential local rest centres for evacuation and include them in the plan. However, the designated community rest centres may have poor access	• Contact Telford & Wrekin Council to offer assistance and gain clarity on the situation • Early warning and informing to those historically at risk of flooding issues • Deploy any sandbags or property level protection • Warn of flooded roads with signage only if CSAS trained volunteers are available to access the highway or call 01706 393187 to report any damage or obstruction	• People • Equipment, pumps, sandbags, property level protection • Road impassable signs only if Community Safety Accreditation Scheme (CSAS) trained volunteers are available to access the highway • Time
Fire	• Building fire risk is Parish wide • Wildlife risk is Parish wide	• Encourage vulnerable residents to contact Shropshire Fire & Rescue for a free Safe and Well Visit	• Contact Telford & Wrekin Council to gain clarity and offer assistance • Warn of affected roads with signage if needed	• Road impassable signs only of CSAS trained volunteers to access the highway

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		- Shropshire Fire & Rescue Service • Establish a relationship with Telford & Wrekin Council leads who will be liaising with all partner agencies around response and recovery • Identify potential rest centres for evacuation and include them in the plan	only if CSAS trained volunteers are able to access the highway or call 01706 393187 to report any damage or obstruction	
Pandemic Flu or Coronavirus	• Parish wide	• Establish relationship with Telford & Wrekin leads who will be liaising with all partner agencies around response and recovery • Establish a welfare team of known volunteers that could potentially assist those who are vulnerable/and or lonely	• Contact Telford & Wrekin Council to offer assistance • Listen to and liaise with the community • Timetabled meetings with partners to establish a coordinated response	• Coordination of volunteers for supporting residents and checking on welfare
Terrorism/civil unrest	• Parish wide	• Establish relationship with Telford & Wrekin Council who will be liaising with all partner agencies around response and recovery • Establish local response working group to act on any actions required from partner agencies	• Contact Telford & Wrekin Council to gain clarity and other assistance if practicable	
Transport accidents	• Aircraft – Parish wide	• Establish relations with Telford & Wrekin Council leads who will be liaising with	• Contact Telford & Wrekin Council to offer assistance	• Road impassable signs only if CSAS trained volunteers

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	• Road collisions – Parish wide with increased risk along:
	  • Station Road, Lawley Bank
	  • The Rock Road
	  • Milners Lane, Dawley Bank
	  • Lawley Drive
	  • West Centre Way
	  • Dawley Road
	  • Birchfield Way
		all partner agencies around response and recovery
		• Identify potential rest centres for evacuation and include them in the plan
			• Warn of affected roads with signage if needed only if CSAS trained volunteers are available to access the highway or call 01706 393187 to report any damage or obstruction	are available to the access the highway

Industrial accidents	• Pollution incidents across the Parish likely to be agricultural pollution	• Establish relations with Telford & Wrekin Council leads who will be liaising with all partner agencies around response and recovery • Identify potential rest centres for evacuation and include them in this plan	• Contact Telford & Wrekin Council to offer assistance • Warn of affected roads with signage if needed only if CSAS trained volunteers are available to access the highway or call 01706 393187 to report any damage or obstruction	
Utilities failure	• Parish wide	• Establish relations with Telford & Wrekin Council leads who will be liaising with all partner agencies around response and recovery • Identify potential rest centres for evacuation and include them in this plan • Identify potential venues for information and/or	• Contact Telford & Wrekin Council to gain and offer assistance • Contact utility company to gain clarity and offer assistance • Warn of affected roads with signage if needed only if CSAS trained volunteers are available to	• Road impassable signs only if CSAS trained volunteers are unavailable to access the highway • Access to a community centre or similar close to the incident

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		distribution centres and include them in this plan • Consider welfare issues if community is cut off: food, water, medicine • Encourage eligible residents to sign up for the Priority Services Register for all utilities	access the highway or call 01706 393187 to report any damage or obstruction	
Severe weather (low temperatures and heavy snow, storms, gales and/or heatwaves)	• Parish wide	• Establish relations with Telford & Wrekin Council leads who will be liaising with all partner agencies around response and recovery • Identify potential rest centres for evacuation and include them in this plan • Create a list of trusted volunteers with access to 4x4 vehicles who may be best accessed for use in emergencies. It must be remembered that no-one unqualified or trained should drive through flood water • Create a list of trusted volunteers with access to tractors, snow-ploughs, chainsaws and other useful equipment who may be best accessed for use in emergencies. Anybody using the equipment must be appropriately licensed or qualified	• Contact Telford & Wrekin Council to offer assistance • Warn of affected raids or call highways on 01706 393187 to report damage or obstruction • After contacting Telford & Wrekin Council, if agreed, use your local contacts list to attend the scene and act if equipment is readily available and doing so is agreed and appropriate • Make contact with any affected vulnerable people and assist if required. In heatwave scenario, this may include access to water, fans and aircon • Consider all welfare issues if community is cut off • Collate and understand the details of the situation and share with Telford &	

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		• Establish connections with veterinarians or animal sanctuaries • Consider welfare issues if community is cut-off: food, water, medicine • Sign up for weather alerts	Wrekin Council and partner agencies	

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3.1 Community capacity, skills and resources

TYPE OF RESOURCE	ROLE	CONTACT DETAILS	USEFUL INFORMATION
VILLAGE HALLS/TEMPORAY REST CENTRE OPTIONS			
Name and location Lawley Community Centre, Arleston Lane, Lawley *****	Emergency evacuation site/potential rest centre	Contact Parish Clerk for access	Carpark Wheelchair access Accessible toilets Tables and chairs available Has wifi but not landline

OTHER USEFUL CONTACTS			
24-hour defibrillators	First responders	**Locations:** • Parish office, Lawley https://w3w.co/skid.listings.behaving • Lawley Community Centre https://w3w.co/earpiece.comforted.templates • Overdale stores https://w3w.co/bootleg.everybody.liner • Bellpit Road, The Rock • Park Lane, Old Park • Co-op, Milners Lane, Dawley Bank • Lawley & Horsehay Golf Club	**Maintained by:** • Lawley & Overdale Parish Council • Great Dawley Town Council • Telford & Wrekin Council

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CAT ACTION PLAN – LAWLEY AND OVERDALE

SEPTEMBER 2026

SCHOOL PATROLS – ALL SCHOOLS PATROLLED ON A ROTA BASIS

School	Location	Visits	Observations	PCNs issued	Comments
Newdale Primary School	Marlborough Way	30	1	0	3 patrols carried out.
Lawley Primary School	Arleston Lane	13	3	0	3 patrols carried out.
Lawley Academy	Bryce Way. Knock on effect at Martingale Way.	22	0	0	2 patrols carried out.
Thomas Telford	Caledonian Way	26	50	3	2 patrols carried out.

PARKING CONCERNS RAISED BY PARISH

Hot spot location	Visits	Observations	PCNs issued	Comments
Village Drive, Lawley	12	0	0	
Dawley Road, Lawley	21	0	0	
Bryce Way, Lawley	19	0	0	**Now adopted highway – cars parking on grass verges**
Glendale, Lawley	31	0	0	
Ercall View, Overdale	18	0	0	
Cottom Way, Lawley	12	0	0	**obstructions**
Martingale Way, Lawley	31	2	0	**obstructions**
Farriers Green, Lawley	13	0	0	
Oak Road, Overdale	21	0	0	
Hill Road, Overdale	23	0	0	
Birchfield Way, Lawley	56	0	0	
Bartholomew Road, Lawley	25	0	0	
Station Road, Dawley	27	0	0	**Priority for both parishes**
Milners Lane, Lawley	51	0	0	
Churm Lane, Newdale	10	0	0	**Obstructions**
Concorde, Lawley	32	0	0	
Hartley Close, Overdale	6	0	0	
St Helier Drive, Lawley Bank	10	0	0	
Wooding Drive, Lawley	10	0	0	
Cemetery Road, Lawley Bank	41	0	0	**obstructions**

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Hill Fold, Lawley Bank	15	0	0	
Euston Way, Town Centre	33	0	0	
Turold Mews, Lawley	12	0	0	**Obstructions**
The Foxholes, Lawley	14	0	0	

DEPLOYABLE CAMERAS

CAT camera location(s)	**Comments**
Community Garden (Revader 14)	
War Memorial (Revader 13)	
Lawley MUGA (Revader 139)	
Overdale store (Revader 146)	Parish funded

FLY TIPPING HOT SPOT LOCATIONS TO PATROL

Hot spot locations this month	**No of fly tips reported last month**
Charlecote Park	1
Euton Way	1
Gresham Drive	1
Lawley Drive	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**
Fly tip reported on Glendale. 15.09.26 09:22	No evidence found.
Fly tip reported on Cedar Close. 16.09.26 11:19	No evidence found.
Two fly tips reported on Princes End. 23.09.26 11:39 & 28.09.26 11:38	No evidence found.
Fly tip reported on Cottom Way. 24.09.26 10:27	No evidence found.
Fly tip reported on Oak Road. 24.09.26 11:03	No evidence found.
Fly tip reported on Hill Fold. 30.09.26 13:23	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	

APPENDIX H

Oak Road	
Hill Road	
Princes End Play Park	High Priority

DOG FOUL UPDATES:

Dog foul identified and reported for removal	**Date & time**	**comments**
Fouling reported on Grove Road.	29.09.26 08:18	
Fouling reported on Valley Road.	29.09.26 08:36	
Fouling reported on Princes End PP	30.09.26 13:52	

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	
Gresham Drive	High priority
Green space near Station Road, Lawley Bank	

LITTERING UPDATES:

Litter identified	**Date & time**	**comments**
Overflowing bin reported on Grove Road	01.09.26 11:02	
Overflowing bin reported on Rock Road	02.09.26 14:59	
Overflowing bin reported on Overdale	03.09.26 12:17	
Overflowing bin reported on Gresham Drive	07.09.25 11:00	
Overflowing bin reported on Caledonian Way	09.09.25 09:27	
Overflowing bin reported on Arleston Lane	11.09.26 10:50	
Overflowing bin reported on Pepper Mill	11.09.26 10:55	
Street cleanse requested on Hall Park Way	04.09.26 10:52	
Street cleanse requested on Newdale PP	29.09.26 10:35	
Street cleanse requested on Euston Way CP	29.09.26 11:41	

APPENDIX H

Broken glass reported on Cemetery Road	28.09.26 08:11	

ANTI-SOCIAL BEHAVIOUR HOT SPOT LOCATIONS TO PATROL

Locations to patrol	Officer comments	actions	visits
Village Drive Lawley – around 27	Complaint re noise, kids playing loudly, escooters being ridden.	NEO could you patrol please and report any issues back to ASB team (Hayley) thanks	12

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	

PARKING DATA

WARNINGS ISSUED:

Warning type	Reason	Date/time/location
Warning notice	No permit	Denmark House- 24.09.26 11:39

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

The Rock

Location	Vis	Obs Co	Notices Issu
Charlecote Park, The Rock	**20**	**0**	**0**
Colliers Way, The Rock	**18**	**0**	**0**
Marlborough Way, The Rock	**30**	**1**	**0**
Rock Road, The Rock	**14**	**0**	**0**
The Rock, Ketley & Overdale	**1**	**0**	**0**

Lawley

APPENDIX H

Location	Vis	Obs Co	Notices Issu
Access To Lawley Village Playing Field, Lawle	1	0	0
Arleston Lane, Lawley	50	8	4
Bartholomew Road, Lawley	25	0	0
Glendale, Lawley	31	0	0
Hunters Rise, Lawley Bank	28	0	0
Lawley Drive, Lawley	14	0	0
Lawley Gate, Horsehay & Lightmoor	1	0	0
Martingale Way, Lawley Bank	28	2	0
Pepper Mill, Lawley	17	0	0

Telford Town

Location	Vis	Obs Co	Notices Issu
Addenbrooke House Car Park, Telford Town (	3	0	0
Boyd Close, Telford Town Centre	3	0	0
Caledonian Way, Telford Town Centre	9	3	1
Darby House Car Park, Telford Town Centre	6	1	1
Dark Lane Car Park, Telford Town Park	32	54	32
Dark Lane, Telford Town Centre	9	0	0
Euston Way Car Park, Telford Town Centre	26	6	5
Euston Way, Telford Town Centre	33	0	0
Hall Court Car Park, Telford Town Centre	37	52	30
International Way, Telford Town Centre	2	0	0
Ironmasters Way, Telford Town Centre	11	0	0
Lawn Central, Telford Town Centre	6	0	0
Northfield Road, Telford Town Centre	6	0	0
Southwater Multi-Storey Car Park, Telford To	69	0	0
St Quentin Gate, Telford Town Centre	8	0	0
The Quad, Telford Town Centre	14	2	1

Overdale

Location	Vis	Obs Co	Notices Issu
Avondale, Ketley & Overdale	5	0	0
Barclay Fold, Ketley & Overdale	5	0	0
Bemrose Avenue, Ketley & Overdale	2	0	0
Birchfield Way, Ketley & Overdale	56	0	0
Booth Crescent, Ketley & Overdale	1	0	0
Boyd Close, Ketley & Overdale	3	0	0
Bray Lane, Ketley & Overdale	1	0	0
Broadway, Ketley & Overdale	2	0	0
Brookes Avenue, Ketley & Overdale	6	0	0
Caledonian Way, Ketley & Overdale	17	47	2
Cambridge Close, Ketley & Overdale	13	0	0
Cedar Close, Ketley & Overdale	21	0	0
Cemetery Road, Ketley & Overdale	41	0	0
Central Avenue, Ketley & Overdale	13	0	0
Cheshires Way, Ketley & Overdale	12	0	0

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Churchward Drive, Ketley & Overdale	9	0	0
Churm Lane, Ketley & Overdale	10	0	0
Copper Beech Road, Ketley & Overdale	14	0	0
Corndean Meadow, Ketley & Overdale	5	0	0
Cornflower Grove, Ketley & Overdale	1	0	0
Cottom Way, Ketley & Overdale	12	0	0
Davenham Walk, Ketley & Overdale	7	0	0
Dawley Bank, Ketley & Overdale	5	0	0
Dimpson Crescent, Ketley & Overdale	1	0	0
Doody Close, Ketley & Overdale	2	0	0
Ercall View, Ketley & Overdale	18	0	0
Eunice Way, Ketley & Overdale	10	0	0
Forge Gate, Ketley & Overdale	3	0	0
Garfield Road, Ketley & Overdale	3	0	0
Gresham Drive, Ketley & Overdale	30	0	0
Grove Road, Ketley & Overdale	3	0	0
Hall Park Way, Ketley & Overdale	9	0	0
Hartley Close, Ketley & Overdale	6	0	0
Hendrie Close, Ketley & Overdale	1	0	0
Higgs Row, Ketley & Overdale	2	0	0
Hill Road, Ketley & Overdale	23	0	0
Hobbins Lane, Ketley & Overdale	1	0	0
Husselbee Crescent, Ketley & Overdale	2	0	0
Hutchinson Way, Ketley & Overdale	1	0	0
Ironmasters Way, Ketley & Overdale	6	0	0
Ivy House Paddocks, Ketley & Overdale	1	0	0
James Clay Court, Ketley & Overdale	9	0	0
Ketley Brook, Ketley & Overdale	5	0	0
Ketley Park Road, Ketley & Overdale	12	0	0
Laurel Lane, Ketley & Overdale	14	0	0
Mannerley Lane, Ketley & Overdale	4	0	0
Milners Lane, Ketley & Overdale	18	0	0
Morgan Way, Ketley & Overdale	1	0	0
Mossey Green, Ketley & Overdale	7	0	0
Nelsons Walk, Ketley & Overdale	7	0	0
Newdale Halt, Ketley & Overdale	4	0	0
Northfield Street, Ketley & Overdale	19	0	0
Oak Road, Ketley & Overdale	21	0	0
Old Coppice Grange, Ketley & Overdale	1	0	0
Old Park Way, Ketley & Overdale	7	0	0
Orchard Close, Ketley & Overdale	2	0	0
Overdale, Ketley & Overdale	20	0	0
Park Lane, Ketley & Overdale	1	0	0
Plimmers Lane, Ketley & Overdale	1	0	0
Potters Bank, Ketley & Overdale	2	0	0
Princes End, Ketley & Overdale	14	0	0
Quarry Lane, Ketley & Overdale	12	0	0

APPENDIX H

Rampart Way, Ketley & Overdale	6	0	0
Red Lees, Ketley & Overdale	6	0	0
Riddings Close, Ketley & Overdale	1	0	0
Rock Road, Ketley & Overdale	10	0	0
Sandbrook, Ketley & Overdale	18	0	0
Sandway, Ketley & Overdale	9	0	0
School Lane, Ketley & Overdale	2	0	0
Shepherds Lane, Ketley & Overdale	10	0	0
Shrubbery Road, Ketley & Overdale	14	0	0
St Helier Drive, Ketley & Overdale	10	0	0
Station Road, Ketley & Overdale	25	0	0
Stoney Fold, Ketley & Overdale	15	0	0
Synders Way, Ketley & Overdale	2	0	0
The Foxholes, Ketley & Overdale	14	0	0
The Rock, Ketley & Overdale	1	0	0
Turold Mews, Ketley & Overdale	12	0	0
Valley Road, Ketley & Overdale	19	0	0
Waterloo Road, Ketley & Overdale	2	0	0
Wedgewood Crescent, Ketley & Overdale	18	0	0
West Centre Way, Ketley & Overdale	15	0	0
Western Rise, Ketley & Overdale	8	0	0
Whitehead Grove, Ketley & Overdale	3	0	0
Woodhouse Central, Ketley & Overdale	7	0	0
Wooding Drive, Ketley & Overdale	10	0	0
Woodside Road, Ketley & Overdale	4	0	0