

Drayton Bassett Parish Council

Parish Clerk: Robert Pritchard

Email: parishclerk@draytonbassett-pc.gov.uk

October 2025

REPORT OF THE CLERK

Correspondence:

The council has received contact from residents about the last meeting, this query has been answered.

The correspondence raised at the last meeting has been responded to and signposting provided where appropriate.

A list of jobs is being compiled for the handyman, once appointed.

PSPO (Dogs on leads):

Lichfield District Council has started consultation on the PSPO. Residents who wish to make their views known and need to respond to Lichfield District Council directly.

Highways:

The damaged verge at Salts Lane has been reported to Staffordshire County Council.

A temporary Road Closure Order has been issued for Salts Lane, Drayton Bassett. It is requested by South Staffs Water for new connection works being undertaken between 27th Oct at 8am and 30th Oct at 5pm. Details are here: <https://one.network/?tm=GB145749612>

Planning:

The response to the planning application at the last meeting has been submitted.

Training:

I attended the 2nd training session for CiLCA qualification.

Bulbs:

I have spoken to the nursery, the bulbs mentioned at the last meeting are not available to order until April 2026, with availability in August 2026.

Handover Process:

The access to the banking has been slow, but access has just been approved by Lloyds. The council will consider transfer to a specialist provider for Parish Councils, Unity Bank Trust. This provider is much easier to use.

Budget:

A draft budget is being prepared for the November meeting. The budget will contain a number of projects by the parish council and further improve accountability and transparency.

Scribe:

Quotes for Scribe are attached to the agenda. Scribe is a specialist software for parish councils to manage the councils financial transactions. It increase audit compliance and financial control. As well as making year end processes more automated. Bank reconciliations will be carried out once Scribe is operational. The quote includes

1. Software purchase £299 (Required)
2. Structure £149 (Requested)
3. £37 per month standing order (Required)
4. Year to date transaction import £499 (Optional. Provides a significant timesaving benefit).

Costs include VAT which is reclaimed.

Goal posts:

The councils wishes to order new goalposts and is in the process collating quotes for sets that are both sturdy, but have the functionality to be moved.

Annual Governance and Accountability Return 2024/25 Form 3

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

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

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

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

Publication Requirements

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

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

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

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

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

Annual Internal Audit Report 2024/25

Drayton Bassett Parish Council

<https://www.draytonbassett-pc.gov.uk/>

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	NO PETTY CASH KEPT		✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)

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

Yes	No	Not applicable
		✓

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

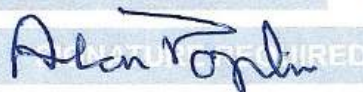
Date(s) internal audit undertaken

08/10/2024 22/04/2025 DD/MM/YYYY

Name of person who carried out the internal audit

AToplis/K Squires-Toplis Associates Ltd

Signature of person who carried out the internal audit



Date

23/04/2025

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

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

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Drayton Bassett 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 2025, that:

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

*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:

20/05/2025

and recorded as minute reference:

16.3 REFERENCE

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

Chair

[Signature] **SIGNATURE REQUIRED**

Clerk

Hilary Goodreid.

<https://www.draytonbassett-pc.gov.uk/> AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

Drayton Bassett Parish Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	12,199	23,489	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	26,384	27,703	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	93,585	0	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	4,030	4,182	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	104,649	13,639	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	23,489	33,371	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	23,489	33,371	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	111,148	111,148	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 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

William Goodred FO

Date

19/05/2025

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

20/05/2025

as recorded in minute reference:

16.4 REFERENCE

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

RB REQUIRED

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

Drayton Bassett Parish Council

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 2025; 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 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

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

Not Applicable.

3 External auditor certificate 2024/25

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 2025.

*We do not certify completion because:

Not applicable

External Auditor Name

Forvis Mazars LLP, Newcastle Upon Tyne, NE1 1DF

External Auditor Signature

Forvis Mazars LLP

Date

9 September 2025



Staffordshire Parish Councils' Association

79 Eastgate Street
Stafford, Staffordshire, ST16 2NG
United Kingdom

Website www.spcaonline.org.uk **Telephone** 01785 276536

VAT Registration Number
GB 427533005

Invoice To
Parish Clerk

Customer

Drayton Bassett Parish Council (Cust-58)

Invoice Number SI-2004

Invoice Date 25/09/2025

Due Date 25/10/2025

Description	Net	% VAT	VAT	Total
Training Course - Planning Making Effective Representations RB 2309	35.00	20.00	7.00	42.00

VAT Rate	Net	VAT	Total Net	Total VAT	Total
Standard 20.00% (20.00%)	£35.00	£7.00	35.00	7.00	£42.00

Notes

Please make cheques payable to;
Staffordshire Parish Council Association (PLEASE WRITE OUT
ORGANISATION NAME IN FULL)

Payment by BACS: Sort Code: 60-83-01 Account Number: 20447614
Ref: Council Name and Invoice Number

Please remove this section and return with your cheque

REMITTANCE ADVICE

Council Name:

Invoice Number/s:

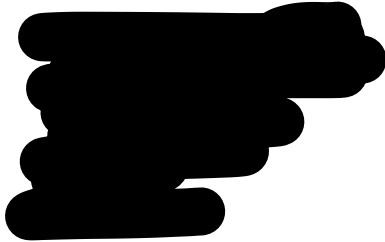
Course Name:

Amount:

Terms and Conditions

Payment is due within 30 days from date of invoice

TAX INVOICE



Invoice Date
01 Oct 2025

Account Number

Invoice Number
20946

VAT Number
GB785375777

Vision ICT Ltd
2 Arkles Lane
Liverpool
L4 2SP

Description	Quantity	Unit Price	VAT	Amount GBP
201, Email Hosting for December 2025 to November 2026	5.00	20.00	20%	100.00
Subtotal				100.00
Total VAT 20%				20.00
Invoice Total				120.00
Amount Paid				0.00
Amount Due				120.00

Due Date: 31 Oct 2025

Please pay by BACS into the following account: Account name: Vision ICT Ltd

Sort code: 56-00-49

Account number: 43539769

Please include the invoice number as the reference.

PAYMENT ADVICE

To: Vision ICT Ltd
2 Arkles Lane
Liverpool
L4 2SP

Customer Drayton Bassett Parish Council

Invoice Number 20946

Amount Due 120.00

Due Date 31 Oct 2025

Amount Enclosed

Enter the amount you are paying above

TAX INVOICE



Invoice Date
01 Oct 2025

Account Number

Invoice Number
20948

VAT Number
GB785375777

Vision ICT Ltd
2 Arkles Lane
Liverpool
L4 2SP

Description	Quantity	Unit Price	VAT	Amount GBP
101, Biennial fee for .gov.uk domain renewal - December 2025 to November 2027	1.00	65.00	20%	65.00
Subtotal				65.00
Total VAT 20%				13.00
Invoice Total				78.00
Amount Paid				0.00
Amount Due				78.00

Due Date: 31 Oct 2025

Please pay by BACS into the following account: Account name: Vision ICT Ltd

Sort code: 56-00-49

Account number: 43539769

Please include the invoice number as the reference.

PAYMENT ADVICE

To: Vision ICT Ltd
2 Arkles Lane
Liverpool
L4 2SP

Customer Drayton Bassett Parish Council

Invoice Number 20948

Amount Due 78.00

Due Date 31 Oct 2025

Amount Enclosed

Enter the amount you are paying above



takepayments

ORCHARD NURSERIES
96 BIRMINGHAM ROAD
Birmingham B46 1TG

TID: 2975700J

Receipt no.: 000085

MID: GB0000000240691

**** * 5853

AID: A0000000031010

Visa Contactless(B)

VISA CONTACTLESS

Sale

AMOUNT

GBP 42.00

MERCHANT RECEIPT

Verified by device
Please debit my account

Authorisation code: (1) 001874
AVS/CVV RESULT: NOT CHECKED
ARQC: 4855F96A088340BE

DATE: September 27, 2025

TIME: 14:28:10

App. ver.: 1.9.7

A division of **Evo** PAYMENTS
INTERNATIONAL



takepayments

ORCHARD NURSERIES
96 BIRMINGHAM ROAD
Birmingham B46 1TG
TID: 2975700J
MID: GB0000000240691
**** * 5853

Receipt no.: 000234

AID: A0000000031010
Visa Contactless(B)
VISA CONTACTLESS

Sale

AMOUNT

GBP 42.00

MERCHANT RECEIPT

Verified by device
Please debit my account

Authorisation code: (1) 001974
AVS/CVV RESULT: NOT CHECKED
ARQC: 4CF3F971513BBF60

DATE: October 10, 2025

TIME: 15:11:48
App. ver.: 1.9.7

A division of **EVO** PAYMENTS
INTERNATIONAL

B&Q

B&Q
Tamworth 1363
Ventura Park Road, Tamworth, Staffordshire
B78 3HL
01827 308500
Email: Tamworth.DutyManager@bq.co.uk
90 Days Returns Policy
See Overleaf

4x HEATHER BUD BLOOMER COLLECTION
5059349389134 £10.00 £40.00

16x CYCLAMEN 10.5CM FLAME
5063022726537 £3.00 £48.00
4 for £10 -£8.00

20 Item(s)

TOTAL £80.00

Card sale -£80.00

*****5853

1480281006485433

You have saved -£8.00

Visa DEBIT CONTAINER
Number: *****5853
Auth Code: 009248
AID: A00000000031010
App Date:
App Seq No: 00 Issue:
Merchant ID:
Terminal ID: ****8601
Permanent TID: 39201287
Reference: 0129 1363 136391

Please debit my account

CARDHOLDER SERVICE VERIFIED

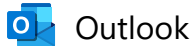


RT1363136301021025012933

Transaction in accordance with notified terms and conditions.

Shopping is now faster and easier
than ever with the B&Q app.
Search "B&Q" in the App Store and
Google Play store today.

Please retain for your records



Data Protection fee - direct debit due to be collected ICO:00011753552

From Information Commissioner's Office Renewals Reminder <dpfee_renewal_reminder_dd@ico.org.uk>

Date Wed 2025-10-08 1:25 AM

To [REDACTED] parishclerk@draytonbassett-pc.gov.uk>

Organisation name: Drayton Bassett Parish Council

Registration reference: ZB814035

Dear Hilary Goodreid

GDPR/Data Protection Act 2018

Data protection fee - we will collect your direct debit on or before 19/11/2025

Organisations that process personal data are subject to the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Under the Data Protection (Charges and Information) Regulations 2018 (as amended) (the Regulations) they must also pay an annual data protection fee, unless they are exempt.

Your payment and registration as a data controller under the Regulations will expire on 19/11/2025. You must now either:

- take the tier assessment to confirm the fee you need to pay (see ico.org.uk/fee-self-assessment), or
- cancel your registration if your circumstances have changed, telling us why you no longer need to be registered.

Changes to the fee

The data protection fee has recently increased for all organisations. Read more about the change to the fee here: ico.org.uk/fee-change.

Based on your last assessment you are now required to pay **£52.00**.

As you have a direct debit in place, we'll renew your registration automatically. **You will receive an annual £5 reduction each time you pay by direct debit.** We intend to collect your data protection fee on or around 19/11/2025.

Further information

You must let us know if any of the details we hold about you change. If you want to tell us about a change to your details please go to ico.org.uk/update. The online change service is very quick and easy to use. You will need your registration reference and security number.

If you need any more information about the fee please see ico.org.uk/fee-guide.

If you want to discuss your payment or your obligation to pay, call us on 0303 123 1113, or email dataprotectionfee@ico.org.uk. You'll need

the **registration reference** from the top of this email and the **security number** we sent you when you first applied.

For information about what we do with personal data see our privacy notice at ico.org.uk/privacy-notice.

Yours sincerely

Michael Fitzgerald
Director of Digital, IT and Business Services
Information Commissioner's Office



Customer number
3467 6435 01

Bill date 10 October 2025
Bill number 6091 7470 98
VAT Registration number 312 6924 16
Page 1 of 2



Want to get in touch?

Go to source4b.co.uk

- find answers to your questions
- find out how to save water
- give us meter readings... and more

Drayton Bassett Parish Council

Your bill for water only

For services at Sports Field
26 April 2025 to 9 October 2025

Balance before this bill see details	£0.00
--	--------------

On this bill

Water charges see details	£46.09
--	--------

Total charges on this bill	£46.09
----------------------------	---------------

Bill total	£46.09
-------------------	---------------

Streamline your water management at source4b.co.uk

- Submit meter readings
- Pay your bill
- Sign up to Direct Debit
- Let us know if you're relocating
- Register for MyAccount

You don't need to do anything - the following payment will be taken by Direct Debit:

£46.09 on 3 November 2025

Stay ahead of rising costs.

Secure your water and wastewater retail tariffs for 1, 3 or 5 years with our low cost dual tariff. No interruptions and no hidden charges. Make the switch today.

source4b.co.uk/switch

How to get in touch

Visit our website	>	source4b.co.uk	
About your bill, payments or account	>	0330 123 0205	Monday to Friday 9am to 5pm
About your water supply	>	0330 123 0116	Monday to Friday 9am to 5pm Emergencies only at any other time
About your wastewater service	>	0800 783 4444	Your wastewater service provider is Severn Trent Water
To email us	>	Go to source4b.co.uk	
To write to us	>	Source for Business PO Box 9136 Bournemouth BH11 0GF	



Customer number
3467 6435 01

Bill date 10 October 2025
Bill number 6091 7470 98
VAT Registration number 312 6924 16
Page 2 of 2



The details

For services at Sports Field
26 April 2025 to 9 October 2025



Balance before this bill

.....	
Your last bill	£3.99
.....	
Payment by Direct Debit - thanks on 2 Jun 2025	£3.99 CR
.....	
Balance before this bill	£0.00



Water charges (SPID: 3017102580W16)

.....		
Usage charge	0 cubic metres at £1.6899 each	£0.00
.....		
Fixed charge	£100.74 ÷ 365 days x 167 days	£46.09
.....		
Total water charges		£46.09

Want to get in touch?

Bill, payment or account helpline
0330 123 0205

- Mon to Fri 9am to 5pm
- see back of bill for call charges

Meter readings

Meter number 00502514
Serial number 090M024058

Latest reading

4 8 2 Read by us on
9 Oct 2025

Previous reading

4 8 2 Read by us on
25 Apr 2025

Cubic metres of water used

0

Useful information

Source for Business is the dedicated retailer for business customers, providing customer services including billing, account management and water-efficiency advice for their water and wastewater supplies. It's a trading brand of Pennon Water Services Limited. Registered Office: Peninsula House, Rydon Lane, Exeter, EX2 7HR. Registered in England No. 09902835. For more information, visit our website at source4b.co.uk

Helpful information about paying your bill

Your customer number is on the top left of this bill. Please quote your full 10-digit customer number when making payment. This will ensure your payment is allocated to your account promptly.

Please ensure you're paying into the correct bank account, our details are:

Account Name: Source for Business
Sort Code: 30-00-00
Account Number: 00220418

If you're having problems paying, please call us as soon as possible on 0330 123 0205. Depending upon your circumstances, we may be able to set up a payment plan, so you can pay smaller amounts over time.

Modern life is hectic – but Direct Debit helps

Direct Debit is one of the safest and most reassuring ways of paying your bills. It takes away much of the hassle associated with paying bills and you'll know exactly how much money is going out each month. For businesses, paying by Direct Debit also means reduced workload and paperwork for your finance department. To sign up to DD, simply visit our website, source4b.co.uk

VAT and Water Supplies

VAT is charged on water supplied to industrial users. Customers must inform us of their Standard Industrial Classification (SIC) to ensure VAT compliance. Please see guidance at source4b.co.uk/vat. Following a review of customer activities, you may see a change in your VAT treatment from April 2022. Please review your SIC code and if you think it is incorrect please contact us to update your details and VAT invoicing status.

Managing your account online

Sign up to MyAccount today and avoid any wait times. Our MyAccount portal gives you 24 hour access and allows you to view and download your bills, manage your payments or Direct Debits and submit meter readings.

To sign up, visit source4b.co.uk

Switch, simplify and save money

You could be paying more than you need to for your water and wastewater bills. No business wants to pay for something they don't have to!

By signing up to a contract with us, you can save both time and money. Here's just a few reasons why you might want to consider signing up:

- Fix your retail tariff for up to 5 years to protect against inflation and enjoy loyalty discounts at the same time. Your wholesale tariffs may still change each year.
- No hidden charges, some retailers charge you for interacting with your wholesaler on their behalf – we don't.
- We have expert water auditors and leak detection and repair teams who can identify and react quickly, minimising any water loss.

To request a quote, visit source4b.co.uk/dual-tariff or call 0330 159 2572.

We're committed to great service

At Source for Business, your satisfaction with our service is important to us. If there's ever an issue and you're not satisfied, please let us know.

You can call our team on 0330 123 0205, email customerservices@source4b.co.uk or write to Source for Business, PO Box 9136, Bournemouth, BH11 0GF.

If you're not satisfied with our resolution or if your complaint is not resolved within eight weeks, the Consumer Council for Water offers free independent advice. You can call them on 0300 034 2222 or use their online form at www.ccwater.org.uk/contact-us

Credit Balances

If your account balance is showing in credit you do not need to do anything as we will use this credit to reduce your next bill. If you would like to discuss this with us and explore different payment arrangements please contact us. Please note if you would like a refund of the credit balance we will take into account other accounts you may hold and also the interval to your next bill.

Did you know?

Water is a competitive market and as a business customer, you may be able to switch your water retailer or renegotiate terms with your current retailer. This may provide financial savings or other benefits. Learn more at <https://www.open-water.org.uk>



Drayton Bassett Parish Council

18th September 2025

If you wish to discuss this further
please don't hesitate to get in touch.

01202 590675

info@playinspections.co.uk

www.playinspections.co.uk

INVOICE

Invoice #: 80543

Your Ref / PO: -
Account Reference: DRA20809

Item	Quantity	Unit Price	Total
Outdoor Annual Inspection	1	£110.00	£110.00
Sub-Total			£110.00
VAT (20.0%)			£22.00
Total Due			£132.00

Service	Site Name	Site Address
Outdoor Annual Inspection	Recreation Ground	Rectory Close, Drayton Bassett, Tamworth, Staffordshire, B78 3UH

Account: The Play Inspection Company Ltd
Sort Code: 20-96-96
Account No: 10492078

VAT Reg No : 845 1840 23
Remittance advice: accounts@playinspections.co.uk

PAYMENT TERMS: 30 DAYS FROM DATE OF INVOICE

Unit 5
Glenmore Business Park
Blackhill Road
Poole
BH16 6NL

info@playinspections.co.uk
www.playinspections.co.uk





Your Poppy Shop order has been dispatched! Order 12002294001

From Poppy Shop UK <poppyshop@britishlegion.org.uk>

Date Thu 2025-10-09 6:15 PM

To parishclerk@draytonbassett-pc.gov.uk <parishclerk@draytonbassett-pc.gov.uk>



Order # 12002294001

10/09/2025

Hi Supporter,

Good news, your order is on its way!

Dispatch Confirmation

Dispatched Items



Medium Poppy Wreath (Type B)

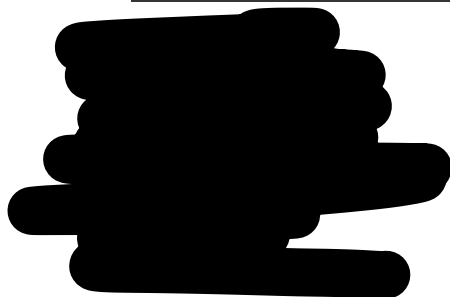
x 1



Large Poppy - Pack of 20

x 1

Delivery Address



Delivery Method

PF
UK Free Delivery
PBCW6873179001

Items Dispatched

2/3

You can follow the status of your delivery by clicking the button below:



If you have any questions, reply to this email or contact us at
poppyshop@britishlegion.org.uk

You May Also Like



Poppy Reflector

[SHOP NOW >](#)



£2 Paper Poppy with Plastic Stem

[SHOP NOW >](#)



Scribe

Making local communities Smarter

&

Drayton Bassett Parish Council

| Who are we?

Scribe is a dedicated partner to local councils in England and Wales, offering a suite of intuitive, cloud-based applications to facilitate efficient and secure management of your council's core operations.

For over twenty years Scribe has been streamlining the way Clerks & RFO's manage their council's accounts.

Designed to reduce complexity, Scribe enhances transparency while ensuring secure management of public funds.

Compliant with UK and EU data protection laws and hosted securely on AWS, Scribe prioritises accurate reporting and data protection.

We offer free, unlimited training and support through Scribe Academy.

Trusted by over 1,500+ councils and 5,000 users, Scribe ensures effective, transparent council management with no lock-in contracts and a 4.9-star Trustpilot rating.



| What we hear the most



Manual/inefficient processes

- Time-consuming methods, duplicate entries, clunky processes



Staying on top data & reporting

- AGAR, VAT, Budgeting - Needing to easily gain insight to data and efficiently producing your required reports



No support, no training

- Left to figure things out on your own, no expertise to call upon



Limited Collaboration

- Whether software, or spreadsheets, there is often limited options to be able to use their systems collaboratively



Data Security Risks

- Spreadsheets lack encryption, and desktop software provides little option for backups



Benefits - Commercial vs Bespoke Software

Spreadsheets

- **Flexible & Customisable** – Can be tailored to various needs, from budgeting to reporting
- **Low Cost** – Often free or included in office software packages like Microsoft 365 or Google Workspace

• **Prone to errors - reliance on advanced spreadsheet knowledge**

Commercial Software

- **Reliable & Supported** – Customer support, updates, and security patches
- **Feature-Rich** – Designed for general business needs with built-in integrations and automation

• **Not built for Parish, Town and Community Councils**

Industry-Specific Software (excl Scribe)

- **Tailored Workflows** – Designed specifically for the needs of a particular sector
- **Compliance & Regulation** – Often includes features that help meet industry standards
- **Improved Accuracy** – Reduces errors compared to generic tools by following best practices for the industry

• **Inefficient, slow support, and expensive options to host on the cloud**

Scribe



- **Built for Local Councils**

Specifically designed for parish and town councils in England and Wales, ensuring a perfect fit for their needs.

- **Time-Saving Automation**

Reduces manual admin with automated financial reports, invoicing, and record-keeping.

- **Easy-to-Use & Cloud-Based**

Accessible from anywhere with an intuitive interface, no IT expertise required.

- **Compliant & Accurate**

Helps councils meet statutory requirements like AGAR, VAT returns, and financial reporting with built-in compliance checks.

- **Integrated Modules**

Accounts, cemeteries, venue bookings, and allotments in one seamless system.

- **Dedicated UK-Based Support**

Expert customer support team with deep knowledge of council operations, always ready to assist.

- **Secure & Reliable**

Cloud-hosted with regular backups, ensuring data security and peace of mind.

| So, How Do You Choose?

We recommend that you use the following criteria



Accessibility

Is the system fully cloud-based? I.E. can you use it from anywhere, on any device?

Will they lock you into a contract limiting flexibility and charging you for leaving/ exporting your data?



Usability

Is the system easy to learn and use? I.e it looks clean and straightforward, easy to navigate pages



Functionality

Does it have features your current software doesn't that will save you time?



| Let's have a look at Scribe!

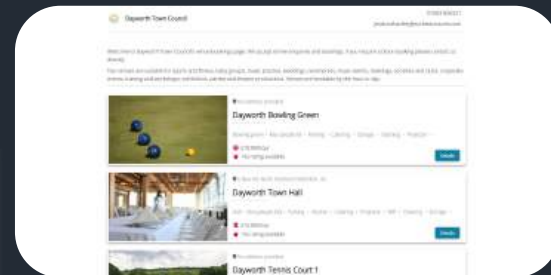
Accounts

Scribe
Scribe Accounts



Bookings

Scribe
Scribe Bookings



Cemetery

Scribe
Scribe Cemetery



Allotments

Scribe
Scribe Allotments



The screenshot shows the Scribe Allotments table. It contains a list of allotment plots with columns for plot number, size, and status. The table is designed to be easy to read and informative.

Plot No.	Size	Status	Notes
101	100 sqm	Available	
102	100 sqm	Booked	
103	100 sqm	Available	
104	100 sqm	Booked	
105	100 sqm	Available	

The Software - An Integrated Solution

Scribe offers a comprehensive, cloud-based platform designed specifically for local councils.

The system includes a suite of integrated modules tailored to the unique needs of councils, helping with everything from financial management to asset management and compliance.

Accounts

- Financial management
- 1-Click AGAR
- Bank reconciliations
- Budgeting
- VAT returns (MTD compliant)

Cemetery

- Advanced Record Management
- Invoicing
- Filtering & Sorts
- Mapping
- Inspections & Condition Reports

Bookings

- Online Bookings
- Invoicing
- Smart Dashboard
- Advanced Calendar Filtering
- Venue Booking Reports

Allotments

- Manage tenancies
- Invoicing
- Mapping
- Waiting Lists
- Inspections & Notices

Civic.ly

- Asset Management
- Inspection Tasks
- Compliance Tracking
- Task Automation
- Data & Financial Tracking

Proposal for Drayton Bassett Parish Council

Greyed out services are not included in totals

Product	Initial Payment	Monthly Payment
Accounts	£299	£37
Bookings	-	-
Cemetery	-	-
Allotments	-	-
Civic.ly	-	-
Professional Services	Initial Payment	Monthly Payment
<i>See following slide for details</i>		
Transactions Import	£499*	-
Setup Structure	£149*	-
Allotments Import	-	-
Cemetery Import	-	-
Mapping (Allotments)	-	-
Mapping (Cemetery)	-	-
Bookings - Fee Structure	-	-
Total (Excl VAT)	£947	£37

**Optional Costs*

Professional Services

Optional Services To Streamline Your Onboarding and Data Migration

Accounts

Account Setup

Includes set up of: Cost Centres, Codes, Bank Accounts & Restating Last Financial Year

Transactions Import

Standard pricing includes: 3 years of history*

**please ask for longer/shorter periods*

Asset Register and Contacts

Including in standard onboarding

Cemetery

Cemetery Import

*Includes import of: Plots, Burials, Exclusive Rights and Memorials**

RIALTAS IMPORTS ONLY - Includes Inspections also

**requires confirmation of total volume of records*

Mapping Services

Upon request - existing maps to be reviewed for quotation

Allotments

Allotments Import

Includes import of: Tenants, Plots and Waiting Lists

RIALTAS IMPORTS ONLY - Includes Inspections also

Mapping Services

Upon request - existing maps to be reviewed for quotation

Bookings

Fee Structure

Our support team will take your current pricing structure, review with you, and set up in Scribe

Support Team



Unlimited Free Training:

Scribe offers unlimited training to ensure your team is fully equipped to use the system efficiently. This includes our specialised training platform which offers on-demand sessions to get you up and running.



Dedicated Customer Support:

Our UK-based support team is always available via email or Zoom to assist with any issues or questions. We pride ourselves on fast, friendly, and helpful service to keep your council running smoothly.



Scribe Academy:

Gain access to our extensive knowledge base, video tutorials, and live webinars through Scribe Academy, ensuring your team always has resources to improve their skills and stay up to date.



Ongoing Assistance:

Whether it's a technical issue or a quick question, Scribe provides continuous support to ensure you get the most from our platform. We're here every step of the way to guarantee your success.



Hannah Driver
Head of Accounts



Jane Dafforn
Head of Support



Tracy Fisher
Scribe Accounts
Specialist



Jess Shackley
Scribe Accounts
Specialist



Jasmine Amezi
Data Integration
Specialist



Eve Nyarango
Customer Support
Specialist



Esther Danso
Customer Support
Specialist



Jo Peters
Customer Success
Manager



Lucy Fagan
Operations
Manager

**Q&A
&**

Additional content

| The Security



High Availability & Resilience:

- 99.99% uptime in 2024, supported by Amazon Web Services (AWS) with automatic scaling, backups, and 5-minute point-in-time recovery for data.



Robust Encryption:

- All platform data is encrypted in transit using TLS v1.3 and at rest, including user credentials secured with HMAC-SHA256 encryption.



Regular Penetration Testing:

- Comprehensive in-house penetration testing using OWASP ZAP to identify and address security vulnerabilities, with high-risk issues resolved immediately.



AWS Cloud Security:

- Hosted within AWS Virtual Private Cloud (VPC) with restricted access to web servers and databases, providing enhanced isolation and security.



Data Backup & Recovery:

- Daily and monthly backups with 30-day retention, ensuring quick recovery of customer data in case of emergencies or system failure.



Role-Based Access Control (RBAC):

- Strict management of roles and permissions for accessing internal systems, with secure connections via SSL and cloud service usage monitored through AWS IAM.

| Onboarding

Pre-signup - let us know what professional services you are signing up for and we will sort them.

Day 1 - Upon joining us, you will receive a call from our customer support team, who will provide your account access, and advise on the steps you can take to add your data, so you can get started immediately.

You will join our exclusive scribe community, Providing full onboarding training to get you up and running as quickly as possible!

Day 90 - After you have completed your onboarding, you will be assigned a dedicated Customer Success Manager to ensure your happiness and success forever.



| Signing Up / Next Steps

Today - You will receive these slides including pricing information and a summary as to how Scribe can benefit your council specifically to take to your council meeting

Before Your Meeting - Your dedicated Sales Executive will be on hand to promptly answer any additional questions you or your council may have

After Approval - When you are ready, you will receive access to Scribe and the support team will contact you to guide you through your onboarding and system set-up

When You Have Started - The support team and your Customer Success Manager will be on hand to help and support you with using Scribe forever

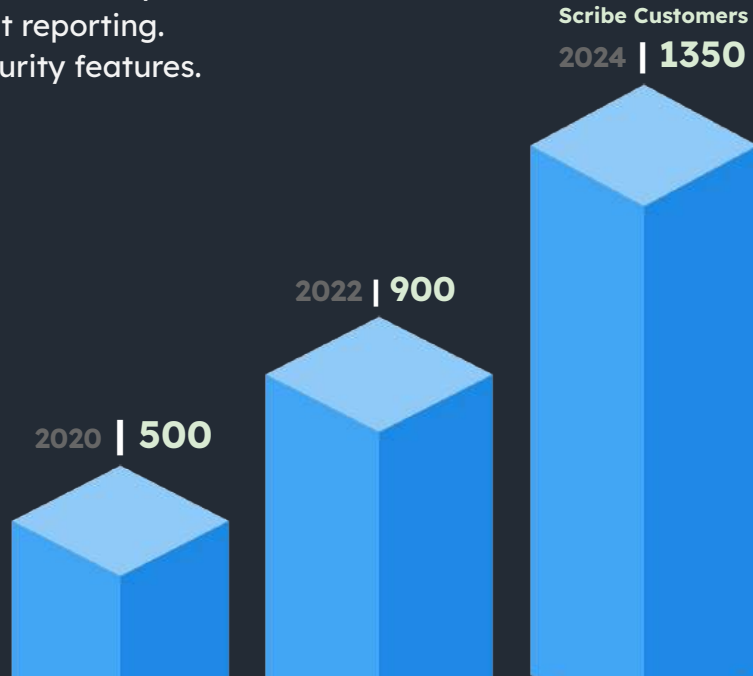
| Why Now is the Time to Upgrade to Scribe

Using Spreadsheets?

- Eliminate errors with automated processes, reducing manual data entry mistakes.
- Ensure compliance with built-in tools for AGAR, VAT, and audit reporting.
- Collaborate securely with real-time access and advanced security features.

Outgrowing your Current System?

- Enjoy a better user experience with Scribe's intuitive, cloud-based platform.
- Benefit from unmatched support, including unlimited training and assistance.
- Customise your tools to fit your council's specific needs, with flexible modules.



| Scribe Customer Testimonial



Sally Ferguson Lympham Parish Council

“What have I done with the extra time?

I have used it to become better at **obtaining grants** for my small community, this financial year we have secured grants of £52,650, over triple our income of £16,400.

With this grant I have made **Climate Change** friendly facelifts to the Sports Cub and Manor Hall, and have opened the Community cafe 6 days a week in the club, **employing local youngsters”**



Search the store



HOME / BINS & WASTE CONTAINMENT / DOG WASTE BINS / DOG BAG DISPENSER



Dog Bag Dispenser

Dog Bag Dispenser - C



RISK ASSESSMENT PRODUCTS

Dog Bag Dispenser

SKU: WDB/DISP

UPC:

MPN:

WEIGHT: 2.00 KGS

WIDTH: 28.00 (cm)

HEIGHT: 50.00 (cm)

DEPTH: 10.50 (cm)

£261.73

(£314.08 incl VAT)

Pay in 3 interest-free payments of £104.70 with [PayPal](#). [Learn more](#)

BIN COLOUR:: BLACK REQUIRED



ARTWORK OPTIONS::

Clean it Up Sticker

POST FIXING OPTIONS::

Screw Seal Strapping

POST OPTIONS::

None



We use cookies to improve your experience on our site. By using our site you consent to the use of cookies. [Learn more](#)

OK

OPTIONAL EXTRAS::

QUANTITY:

ADD TO CART

ADD TO WISH LIST



PayPal

[More payment options](#)



Description

Ensure cleaner parks and public spaces with the durable and weather-resistant Dog Bag Dispenser. Perfectly designed for outdoor use, this dispenser ensures that dog walkers are always prepared to clean up after their pets, promoting responsible pet ownership and cleaner communities.

Product Features:

- Premium Galvanised Steel: Engineered to resist rust and corrosion even in harsh weather conditions.
- Powder-Coated Finish: Extra protection against scratches and abrasions for a sleek and lasting appearance.
- User-Friendly Design: Simple front-opening door and internal hooks for hassle-free refilling.
- Easy Bag Access: Circular dispenser hole provides a quick and efficient way to grab dog waste bags.
- Mounting Options: Can be wall-mounted or fixed to a post, fitting seamlessly into parks, walking trails, or any outdoor space.

Description:

The Dog Bag Dispenser is built to withstand the elements while providing a reliable solution for keeping outdoor spaces clean. Its galvanised steel construction ensures durability and weather resistance, while its powder-coated finish adds an extra layer of protection against daily wear.

Designed with functionality in mind, the dispenser features a drop-down front door that opens using a budget lock and T-shaped key, making it simple for staff or volunteers to refill. Inside, two adjustable hooks accommodate a range of bag sizes, with a capacity of up to 500 oxo-biodegradable dog waste bags. Dog walkers can conveniently retrieve bags through the smooth-dispensing circular hole, ensuring they're equipped to clean up after their pets wherever they go.

Whether mounted to a wall or fixed to a post, this dispenser integrates seamlessly into dog-friendly areas such as parks, greenways, or public footpaths. By positioning this unit along popular walking routes, you actively encourage responsible disposal of pet waste while making life easier for dog walkers.

Specifications

Dimensions:

- Height: 500mm
- Width: 280mm
- Depth: 105mm

[VIEW ALL](#)

Warranty Information

[VIEW ALL](#)



QUOTE

To

Contact – Alice Price
Drayton Bassett
Village Green

Description

Dig out old granite sets and reinstate with new set x1 corner	
Re-instate existing loose granite sets x2 corners	
All waste removal and materials included - Excluding Granite sets for replacement corner as discussed can source if required	
All labour costs	
Total	<u>£1000</u>

Thank you John Bowman – (07983716661)

Drayton Bassett Parish Council are letting a contract to undertake the following works initially on a 1 year basis.

Action	Location	Frequency
To edge the made path in the village park and remove moss from the site	Village Park	Routinely – as this is a large piece of work, it is expected that the edging will be done in sections throughout the year.
Carry out minor repairs to the play equipment – checking for loose bolts, wear or ground under equipment. Report any faults to the Parish Clerk	Village Park	Monthly check to be done
Wipe down and clean the play equipment	Village Park	Every year
Weed the main flower beds in the park and dead head where appropriate	Village Park	Routinely throughout the year
Using the taps in the sports pavilion, water the main flower beds each time they are weeded.	Village Park	Routinely throughout the year
Weed the triangle of land at junction of Portleys Lane and Drayton Lane	Drayton Lane	May and October each year
Weed the 5 large tiered planters in the village	Portleys Lane x 1 Old Manor Close x 2 Adj to Village Green x 1 Drayton Lane Bus Stop x 1	Once per month between March - October
Weed the planter inside the church grounds adj to its notice board	Church grounds, Drayton Lane	Once per month between March - October
Weed the wooden planters on the verges along Drayton Lane on a monthly basis during growing season. Water after weeding.	Drayton Lane	Once per month between March and October
Walk the three pieces of land owned by the parish council and report any issues arising to the parish clerk	Village Park Old Manor Close New Mill Lane	Once per month throughout the year

Should you wish to quote for this work, please email a cost to the Parish Clerk at parishclerk@draytonbassett-pc.gov.uk



Has provided services to the council before.

Quite - Estimated 160 hours per year

Village Park path 4 hours / month

Play equipment 1 hour/ month

Park flower beds 2 hours/month

All other planter 8hr/month for 8 months

Check parish land 3 hrs/ month

25p per hour so would work out £4.000 a year

[REDACTED]

30th August 2025

Maintenance Contract

I would like to tender for the maintenance contract as advertised.

I have experience in school caretaking duties having worked at Hartshill High School, North Warwickshire Borough Council, I feel the same qualities are needed for this role, I have also attended safeguarding courses at the school.

I have worked in the Horticultural business for most of my life, both man and boy.

I am prepared to do fortnightly litter picking after the recycling collection, whilst carrying out the visual inspections and basic maintenance duties.

This includes The Village Park, Playground equipment, flower beds.

the other Planters around the village and other council land.

I am happy to have a DBS check and will reinstate my Public Liability insurance if successful.

The cost for 12 calender months will be £3500

[REDACTED]

Page 2:- maintenance quote

The cost of my quote is inclusive of :-

general consumables i.e black bags, waste disposal, warning tape etc.

My standard are as such, if I do a job it is to the best of my ability and with pride.

I am available to work with the council, by applying my work to any situations or functions to be held at the park.

If there are anymore clarifications you need do not hesitate to contact me.

